

# Business Associate Agreement (BAA) Process



# BAA Information

**Audience** – Account managers, facility administrators, regional advisory councils (RACs), and third-party vendors.

**Description** – This guide provides the Business Associate Agreement (BAA) process to comply with the Emergency Medical Services and Trauma Registries (EMSTR) reporting requirements.

# BAAs (1 of 2)

- The EMSTR requires a BAA if:
  - Your entity would like your Regional Advisory Council (RAC) to access and/or submit data for your entity.
  - Your entity would like a third-party (e.g., vendor, billing company etc.) to submit data on behalf of your entity.

## NOTE:

- A BAA must be completed and signed by both parties.
- DSHS will review and approve all BAAs before allowing the second party access to data.
- The entity decides the BAA format, you can find examples on the following EMSTR requirement webpages: [EMS](#), [Hospital](#), and [Long Term Acute Care](#).

## BAAs (2 of 2)

Follow these three steps to receive EMSTR approval:

1. Submit a signed agreement by someone representing the entity's administration (e.g., hospital or EMS administrator, Chief Executive Officer, Medical Director, etc.);
2. Check that both parties (the vendor and the facility) signed the BAA and the form includes an effective date; and
3. Send the BAA to [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov) for EMSTR account access approval.

# Third-Party Vendors

To receive approval to create an account, a third-party vendor must complete two steps to create an account:

**Step 1** – If an entity wishes a third-party (e.g., vendor, billing company, etc.) to have access to and/or submit data on their behalf, the entity and the third-party vendor must complete a business associate agreement (BAA).

**Step 2** – Contact [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov) to request the entity information required in the registration form:

- Employer organization name;
- Tax Identification Number (TIN); and
- Agency sponsor email address.

# Approval Process

- DSHS will send you an email notification when the request is approved by your agency administrator and the EMSTR team.
- If you experience a significant delay in receiving an approval, contact [injury.web@dshs.texas.gov](mailto:injury.web@dshs.texas.gov).