

How to set up Third-Party Companies to Submit Data for your Entity

Please **DO NOT mail or fax any paper forms to DSHS** to set up Third-Party Companies to submit data to the DSHS EMS/Trauma Registry on behalf of the EMS agency or Hospital. There is a new process for the new registry.

NEW PROCESS

Third Party Billing Company/Vendor:

- Scan pages from legal agreement (e.g. Business Associate Agreement(BAA) used by the parties or copies of pages from the contract between the parties if there is not a separate BAA) to create electronic (PDF) file the document should include the following information:
 - Access to private health information (PHI) by third party because of a business need of the EMS agency or hospital as described in HIPAA
 - Dates of the Agreement (or contract if no separate BAA is used)
 - Signatures from both parties
- Third party provides the PDF file to EMS agency or hospital.

Account Manager – EMS agency/hospital:

- Attach PDF file to entity account (see Account Manager Training Instructions)
- If contract is renewed annually:
 - Enter end date of automatic renewal (i.e., if the start date of the contract is Aug. 4, 2012 then the end date is Aug. 3, 2013).
 - Before renewal date - Account Manager will indicate yes or no if the contract is continuing by uploading a letter stating the contract is still active

Department of State Health Services (DSHS):

- Review uploaded agreement
- If approved – DSHS will link entity account to Third Party Billing Company/Vendor
- If rejected – DSHS will contact account manager