



## MEMORANDUM

**TO:** Area Agencies on Aging (AAAs)  
**NOTICE #:** 101013-1-T-SWCBS

**FROM:** Charles T. Corley, Secretary

**DATE:** October 9, 2013

**SUBJECT:** Notice of Transmittal: Business Associate Agreement and  
Notice of Privacy Practices

**RICK SCOTT**  
GOVERNOR

**CHARLES T. CORLEY**  
SECRETARY

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The purpose of this Notice is to provide AAAs with the Department of Elder Affairs' (Department) revised Business Associate Agreement and the Notice of Privacy Practices. These documents have been updated to comply with the newly released Health Insurance Portability and Accountability Act (HIPAA) Omnibus Rule.

As a result of the changes, AAAs will be required to comply with the rule in the same manner as the Department as a covered entity and are directly liable for any violations. Please also note that AAAs are required to execute business associate agreements with subcontractors in the same manner as the Department with the AAAs.

The Business Associate Agreement and Notice of Privacy Practices are included as attachments to this memorandum. English and Spanish versions of the Notice of Privacy Practices have been posted on the Department's website under Notices. Each AAA will receive the Business Associate Agreement and Notice of Privacy Practices electronically to sign and return to the Department. A copy of the executed agreement will be sent to each AAA for your records.

Your cooperation and assistance are very much appreciated as we execute the new agreements. If you have any questions concerning the information provided in this memorandum, please contact your contract manager.

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