

[Date]

[Name of Recipient/Covered Entity]

[Title]

[Organization Name]

[Address]

[City, State, Zip Code]

**RE: HIPAA Privacy and Security Representation Letter**

To [Name of Contact Person],

This letter serves as a formal representation regarding the compliance of [Business Associate/Organization Name] with the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act ("HITECH"), and the associated regulations set forth at 45 CFR Parts 160 and 164.

We hereby represent and warrant the following:

- **Administrative Safeguards:** We have implemented formal policies and procedures to manage administrative actions, policies, and procedures to prevent, detect, contain, and correct security violations.
- **Physical Safeguards:** We maintain physical measures, policies, and procedures to protect electronic information systems and related buildings and equipment from natural and environmental hazards and unauthorized intrusion.
- **Technical Safeguards:** We utilize technical policies and procedures that allow only authorized personnel to access electronic protected health information (ePHI).
- **Training:** All employees and workforce members have undergone mandatory HIPAA privacy and security awareness training.
- **Risk Assessment:** We conduct periodic risk assessments to identify vulnerabilities and implement appropriate remediation plans.
- **Breach Notification:** We have established procedures to identify and report any unauthorized use or disclosure of Protected Health Information (PHI) in accordance with the Breach Notification Rule.

We agree to notify [Covered Entity Name] immediately should there be any material change in our compliance status or in the event of a suspected security incident or data breach.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Organization Name]