

**HIPAA  
IMPORTANT NOTICE**

**Billing Company/Consultant Registration / Notification Requirement**

Effective July 1, 2007, OBH will begin requiring that all inquiries (phone, web, fax), concerning Protected Health Information (PHI) include identification showing the person making the inquiry is an authorized employee or business associate of a contracted provider. Provider office staff should identify themselves by name, provider name and provider tax ID number. Representatives from billing companies and/or consultants should provide their name, the name of their billing company/consulting firm, the name of the provider they represent and the provider's tax ID number.

If you would like OBH to release PHI to your contracted billing company/consulting firm, you must complete the Billing Services form to register the company you have employed, and send us a copy of the business associate agreement you hold with them, or a signed attestation that the written agreement you hold with the named billing company and/or consultant contains appropriate HIPAA compliant language which allows the business associate to access PHI on your behalf.

We will update our computer system with the name of the billing company and/or consulting firm used by your practice/facility and allow our representatives to release PHI to the billing company representative/consultant on your behalf.

If you are using a billing company and/or consultant, please complete the Billing Services form and return it to us.

Thank you for your support of our efforts to be in compliance with HIPAA requirements. Contact OBH Provider Services at 757-687-6297 or 877-687-6297 if you have any questions.