

# MODEL LETTER TO SOFTWARE VENDOR

DATE

**Re: HIPAA Compliance**

Dear Vendor:

XYZ Provider is very concerned about complying with the Health Insurance Portability and Accountability Act (HIPAA) and its accompanying regulations. As you may know, the HIPAA standards for electronic transactions and code sets went into effect on Oct. 16, 2000. XYZ Provider is a "covered entity" under HIPAA, and we have begun our HIPAA compliance efforts. As part of those efforts, we are now surveying our software vendors regarding their plans for HIPAA compliance with the new standards. Your cooperation in this survey is an important part of our compliance efforts and our risk assessment.

We are defining software application HIPAA compliance as full support for:

All required transaction standards; and

- All required code set standards.
  
- Each of these requirements is defined in more detail in the attached survey.

We are asking for your input as we work toward meeting the HIPAA requirements within the compliance deadline and in determining HIPAA compliance costs. Please fill out the survey completely and return it to our offices immediately..

Yours truly,

**John Administrator**