

# BAA Process

Execution of Business Associate Agreements (BAA) shall occur through the University’s centralized electronic contracts management system utilizing the University’s template BAA. Vendor provided agreements may only be accepted after consideration of SLU’s template agreement. The University Privacy Officer must approve any third-party BAA.

## How to Submit a BAA

To generate a BAA on our SLU approved template, complete the following steps:

- 1. Initiate a new contract submission in Agiloft. Choose the following options in the menu to route the BAA request through University Administration > E11 VP of Compliance/BAA.

The screenshot shows the Agiloft contract submission interface. At the top, there are buttons for 'Save' and 'Cancel', followed by tabs for 'Details', 'Attachments', 'Approvals', 'Emails', 'Renewal / Related Contracts', 'Signature', and 'History'. Below the tabs, there is a 'Collapse All' link. The form fields include: ID (7895), Legacy Contract (No), Legacy Contract Number (SLUCare Only), Record Type (Contract), Parent Contract ID, Is this contract confidential? (No), Granted Access, What Business Unit are you submitting this on behalf of? (University Administration), What Division or School are you submitting this on behalf of? (E11 VP of Compliance), Department (D019/BAA VP of Compliance/BAA), Contract Category (Business Associate Agreement), Contract Type (BAA), Status (Draft), and Contract Manager (Ron Rawson). A progress bar at the bottom shows stages: Draft, Pending Approval, Approved, Pending Signature, Signed, and Active. Red arrows point to the 'University Administration', 'E11 VP of Compliance', 'D019/BAA VP of Compliance/BAA', 'Business Associate Agreement', 'BAA', and 'Draft' dropdown menus.

- 2. Fill in intake details as usual, making sure to list the contact name and email for the other party so the compliance office may follow up for approvals and e-signature.

The screenshot shows the 'Company Contact Entry' form. It includes a 'New Contact' dropdown menu, fields for 'First Name', 'Last Name', 'New Company Primary Contact Title', 'Email', 'Phone', and 'Ext.', and a 'Do you need to add additional counterparties?' dropdown menu set to 'No'.

3. In the attachments section at the bottom of the details tab, ensure the selection is on the defaults for generating the BAA template. Unless consent is given by Compliance to use the other party's BAA form (in rare cases), no documents are uploaded in this section.

File Upload / Document Generation

To add a contract that was provided by a third party or that was generated internally but not from a template, click New in the action bar of the Attachments table below.

Document Source: Standard Template  Print Template to Generate Business Associate Agreement 

Print Template Description

Attachment Type to Upload

File to Upload: Attach/Manage Drag&Drop files

File to Replace

Add File

Status: No records.

New Select Files Mass Edit Save Changes Cancel Changes Unlink Views Search

4. For the final step, click the submit for review button and the BAA will be generated by the system and the record will be saved and closed out. The document will then advance for the final steps which are to be completed by Compliance, including approvals and e-signature through DocuSign.

Submit for Review