

## HIPAA Contact Form

- Each facility must name at least one HIPAA contact for HTS to use in the case of Menu Security questions.
- If a HIPAA Contact is not named, the Administrator will be our contact person.
- If the HIPAA contacts or the Administrator are unavailable, the HTS support staff will not provide any menu security information. This may result in delays in users gaining access to some HTS programs.
- As HIPAA contacts change, it will be the facility's responsibility to inform HTS.  
If you need this form for more than one facility, please photocopy it before filling it out.

**If we do not receive this information, we will consider the Administrator to be the HIPAA contact person until otherwise notified.**

Please **print** for legibility.

Facility Name: \_\_\_\_\_

HIPAA Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate HIPAA Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Administrator: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Email: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return completed form:

Hi-Tech Software, **POB 2150**, Skowhegan, ME 04976  
or fax to (207) 474-7124

NOTE: When we receive the name of your HIPAA contact, we will provide that person with your facility's access codes to download updates and review documentation on the Hi-Tech website.