



Offshore Subcontractor Form

Email completed form to contracting@primewest.org.

Part I. Offshore Subcontractor Information

Offshore subcontractor name: _____

Offshore subcontractor country: _____

Offshore subcontractor address: _____

Offshore subcontractor functions: _____

Proposed or actual effective date for offshore subcontractor: _____

Part II. Precautions for Protected Health Information (PHI)

Description of the PHI that will be provided to the offshore subcontractor: _____

Discussion of why providing PHI is necessary to accomplish the offshore subcontractor objectives:

Description of alternatives considered to avoid providing PHI, and why each alternative was rejected:

Part III. Attestation of Safeguards to Protect Beneficiary Information in the Offshore Subcontract

Offshore subcontracting arrangement has policies and procedures in place to ensure that Medicare beneficiary PHI and other personal information remains secure. ☐ Yes ☐ No

Offshore subcontracting arrangement prohibits subcontractor's access to Medicare data not associated with the sponsor's contract with the offshore subcontractor. ☐ Yes ☐ No

Offshore subcontracting arrangement has policies and procedures in place that allow for immediate termination of the subcontract upon discovery of a significant security breach. ☐ Yes ☐ No

Offshore subcontracting arrangement includes all required Medicare Part C and D language (e.g., record retention requirements, compliance with all Medicare Part C and D requirements, etc.) ☐ Yes ☐ No

Part IV. Attestation of Audit Requirements to Ensure Protection of PHI

Organization will conduct an annual audit of the offshore subcontractor. Copies of the policies and procedures documenting the process used for conducting annual audits, for monitoring and tracking results, and for resolving any identified deficiencies of the offshore subcontractor will be provided to PrimeWest Health upon request. Audit results will be used by Organization to evaluate the continuation of the offshore arrangement. Organization agrees to share audit results of the offshore subcontractor with PrimeWest Health and the Centers for Medicare & Medicaid Services (CMS) upon request. ☐ Yes ☐ No