



The Society of Thoracic Surgeons National Database Managers' HIPAA UPDATE

A few months ago, The Society of Thoracic Surgeons (STS) forwarded its Standard Form Business Associate Contract and Data Use Agreement (Standard Form Agreement) to the Primary Data and File Contacts at all STS National Database Participating Sites. Sent with that document were instructions for completing the Standard Form Agreement. We recently noted a typo in those directions. Specifically, we typed in the incorrect zip code. Please send both signed copies of the Standard Form Agreement to:

The Society of Thoracic Surgeons
633 N. St. Clair
Suite 2320
Chicago, IL 60611
Attn: Lauracyn Montgomery

Upon the Executive Director of the STS signing both copies of the Standard Form Agreement, one copy will be mailed back to the Primary Data and File Contact at the institution, while the second copy remains at the STS. The turn around time for the STS to send back your signed version of the Standard Form Agreement is about two weeks from the day that it arrives at the STS.

When corresponding with the STS about HIPAA related topics, please include the name(s) of the institution(s) and the participation number(s) of the site(s) that is/are being referenced. With so many Database participants this information greatly streamlines the process of answering questions.

The Standard Form Agreement and related documents can be viewed on the STS website.

- Go to STS Website: www.sts.org
- Select from the left-hand navigation bar the orange tab: Database
- From drop down menu select: HIPAA

The STS appreciates all the time and effort put forth by Data Managers from all three Databases to obtain signatures for the Standard Form Agreement. If you have not received or if you have questions pertaining to completing and signing your Standard Form Agreement, please feel free to contact Lauracyn Montgomery at 312-202-5833 or lmontgomery@sts.org.

Thank you again. We look forward to receiving your signed Agreement as soon as possible and to your continued participation in the STS National Database.