

AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND CORROHEALTH, INC.

This Agreement is entered into this _____ day of _____, 2022, by and between the County of San Mateo, a political subdivision of the state of California, hereinafter called "County," and CorroHealth, Inc., hereinafter called "Contractor."

* * *

Whereas, pursuant to Section 31000 of the California Government Code, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof; and

Whereas, it is necessary and desirable that Contractor be retained for the purpose of medical records coding services.

Now, therefore, it is agreed by the parties to this Agreement as follows:

1. Exhibits and Attachments

The following exhibits and attachments are attached to this Agreement and incorporated into this Agreement by this reference:

- Exhibit A—Services,
- Exhibit B—Payments and Rates
- Exhibit C—Performance Metrics
- Exhibit E—Corporate Compliance SMMC Code of Conduct (Third Parties)
- Attachment H—HIPAA Business Associate Requirements
- Attachment J – Vendor/Contractor Access Policy

2. Services to be performed by Contractor

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

3. Payments

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement. All invoices must be approved by the Manager of Health Information Management or their designee. Invoices must be sent to: SMMC-Accounts-Payable@smcgov.org. Processing time may be delayed if invoices are not submitted electronically. Unless otherwise provided in the applicable SOW, County must pay the monthly fees within 30 days after the date of the invoice.

4. Term

Subject to compliance with all terms and conditions, the term of this Agreement shall be from March 1, 2023, through February 28, 2026 ("Term").

5. Termination

After the conclusion of the first year of the Term, this Agreement may be terminated by Contractor or by the County at any time without a requirement of good cause upon sixty (60) days' advance written notice to the other party. Subject to availability of funding, Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that prorated portion of the full payment determined by comparing the work/services actually completed to the work/services required by the Agreement.

County may terminate this Agreement or a portion of the services referenced in the Attachments and Exhibits based upon the unavailability of Federal, State, or County funds by providing written notice to Contractor as soon as is reasonably possible after County learns of said unavailability of outside funding.

Either party may terminate this Agreement for cause. In order to terminate for cause, notice must first be given of the alleged breach. The breaching party shall have five (5) business days after receipt of such notice to respond and a total of ten (10) calendar days after receipt of such notice to cure the alleged breach. If the breaching party fails to cure the breach within this period, the non-breaching party may immediately terminate this Agreement without further action. The option available in this paragraph is separate from the ability to terminate without cause with appropriate notice described above. In the event that County provides notice of an alleged breach pursuant to this section, County may, in extreme circumstances, immediately suspend performance of services and payment under this Agreement pending the resolution of the process described in this paragraph. County has sole discretion to determine what constitutes an extreme circumstance for purposes of this paragraph, and County shall use reasonable judgment in making that determination.

6. Contract Materials

The services are protected by applicable United States and international intellectual property laws. Except as may be set forth in an Exhibit or Statement of Work ("SOW") entered into pursuant to this Agreement, Contractor and its subsidiaries (as applicable) are and will remain the sole and exclusive owners of all right, title, and interest in the Confidential Information (as herein defined), the pre-existing materials associated with the services (including specifications, data workflows, know-how, software, etc.), and any and all intellectual property rights associated with the Services and any deliverables resulting from the services (including patents, inventions, trademarks, service marks, goodwill, copyrights, trade secrets, database rights, etc., whether registered or unregistered, anywhere in the world). Contractor and its subsidiaries (as applicable) will also be the exclusive owners of all modifications, adaptations, and derivatives of the services. Except as provided herein or in any applicable Exhibit or SOW, County has no, and is not granted any, right, title, interest, or license in the services. Publishing any portion of any report (if any) resulting from the services is forbidden without the prior written consent of Contractor. All rights not specifically granted by this Agreement are reserved by Contractor and its subsidiaries (as applicable).

7. Relationship of Parties

Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent contractor and not as an employee of County and that neither Contractor nor its employees acquire any of the rights, privileges, powers, or advantages of County employees.

8. Hold Harmless

a. General Hold Harmless

Contractor shall indemnify and save harmless County and its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from this Agreement, the performance of any work or services required of Contractor under this Agreement, or payments made pursuant to this Agreement brought for, or on account of, any of the following:

- (A) injuries to or death of any person, including Contractor or its employees/officers/agents;
- (B) damage to any property of any kind whatsoever and to whomsoever belonging;
- (C) any sanctions, penalties, or claims of damages resulting from Contractor's failure to comply, if applicable, with the requirements set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and all Federal regulations promulgated thereunder, as amended; or
- (D) any other loss or cost incurred as a result of Contractor's negligent acts or omissions or breach of this Agreement

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

b. Intellectual Property Indemnification

Contractor hereby certifies that it owns, controls, and/or licenses and retains all right, title, and/or interest in and to any intellectual property it uses in relation to this Agreement, including the design, look, feel, features, source code, content, and/or other technology relating to any part of the services it provides under this Agreement and including all related patents, inventions, trademarks, and copyrights, all applications therefor, and all trade names, service marks, know how, and trade secrets (collectively referred to as "IP Rights") except as otherwise noted by this Agreement.

Contractor warrants that the services it provides under this Agreement do not infringe, violate, trespass, or constitute the unauthorized use or misappropriation of any IP Rights of any third party. Contractor shall defend, indemnify, and hold harmless County from and against all liabilities, costs, damages, losses, and expenses (including reasonable attorney fees) arising out of or related to any claim by a third party that the services provided under this Agreement infringe or violate any third-party's IP Rights provided any such right is enforceable in the United States. Contractor's duty to defend, indemnify, and hold harmless under this Section applies only provided that: (a) County notifies Contractor promptly in writing of any notice of any such third-party claim; (b) County cooperates with Contractor, at Contractor's expense, in all reasonable respects in connection with the investigation and defense of any such third-party claim; (c) Contractor retains sole control of the defense of any action on any such claim and all negotiations for its settlement or compromise (provided Contractor shall not have the right to settle any criminal action, suit, or proceeding without County's prior written consent, not to be unreasonably withheld, and provided further that any settlement permitted under this Section shall not impose any financial or other obligation on County, impair any right of County, or contain any stipulation, admission, or acknowledgement of wrongdoing on the part of County without County's prior written consent, not to be unreasonably withheld); and (d) should services under this Agreement become, or in Contractor's opinion be likely to become, the subject of such a claim, or in the event such a third party claim or threatened claim causes County's reasonable use of the services under this Agreement to be seriously endangered or disrupted, Contractor shall, at Contractor's option and expense, either: (i) procure for County the right

to continue using the services without infringement or (ii) replace or modify the services so that they become non-infringing but remain functionally equivalent.

Notwithstanding anything in this Section to the contrary, Contractor will have no obligation or liability to County under this Section to the extent any otherwise covered claim is based upon: (a) any aspects of the services under this Agreement which have been modified by or for County (other than modification performed by, or at the direction of, Contractor) in such a way as to cause the alleged infringement at issue; and/or (b) any aspects of the services under this Agreement which have been used by County in a manner prohibited by this Agreement.

The duty of Contractor to indemnify and save harmless as set forth by this Section shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

9. Assignability and Subcontracting

Contractor shall not assign this Agreement or any portion of it to a third party or subcontract with a third party to provide services required by Contractor under this Agreement without the prior written consent of County. Any such assignment or subcontract without County's prior written consent shall give County the right to automatically and immediately terminate this Agreement without penalty or advance notice.

Notwithstanding the foregoing, either Party may assign or delegate its rights under this Agreement to an affiliate, subsidiary, or successor-in-interest (including during a change of control transaction) without the prior written consent of the other Party as long as the Party takes reasonable efforts to notify the other Party promptly after the assignment. If properly assigned, then this Agreement binds the permitted successors and permitted assigns.

10. Insurance

a. General Requirements

Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this Section has been obtained and such insurance has been approved by County's Risk Management, and Contractor shall use diligence to obtain such insurance and to obtain such approval. Contractor shall furnish County with certificates of insurance evidencing the required coverage. Blanket endorsements shall be acceptable. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to County of any pending change which reduces the limits of liability or of any cancellation of the policy.

b. Workers' Compensation and Employer's Liability Insurance

Contractor shall have in effect during the entire term of this Agreement workers' compensation and employer's liability insurance providing full statutory coverage. In signing this Agreement, Contractor certifies, as required by Section 1861 of the California Labor Code, that (a) it is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and (b) it will comply with such provisions before commencing the performance of work under this Agreement.

c. Liability Insurance

Contractor shall take out and maintain during the term of this Agreement such bodily injury liability and property damage liability insurance as shall protect Contractor and all of its employees/officers/agents

while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from Contractor's operations under this Agreement, whether such operations be by Contractor, any subcontractor, anyone directly or indirectly employed by either of them, or an agent of either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall not be less than the amounts specified below:

(a) Comprehensive General Liability... \$1,000,000

County and its officers, agents, employees, and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that (a) the insurance afforded thereby to County and its officers, agents, employees, and servants shall be primary insurance to the full limits of liability of the policy and (b) if the County or its officers, agents, employees, and servants have other insurance against the loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this Section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, County, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work and payment pursuant to this Agreement.

11. Compliance with Laws

All services to be performed by Contractor pursuant to this Agreement shall be performed in accordance with all applicable Federal, State, County, and municipal laws, ordinances, and regulations, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Federal Regulations promulgated thereunder, as amended (if applicable), the Business Associate requirements set forth in Attachment H (if attached), the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in programs and activities receiving any Federal or County financial assistance. Such services shall also be performed in accordance with all applicable ordinances and regulations, including but not limited to appropriate licensure, certification regulations, provisions pertaining to confidentiality of records, and applicable quality assurance regulations. In the event of a conflict between the terms of this Agreement and any applicable State, Federal, County, or municipal law or regulation, the requirements of the applicable law or regulation will take precedence over the requirements set forth in this Agreement.

The parties agree that, pursuant to Section 70713 of Title 22 of the California Code of Regulations ("Title 22"), San Mateo Medical Center (SMMC) retains all professional and administrative responsibility for services rendered under this Agreement to the extent that such services are subject to Title 22 and are rendered by a "qualified professional person" as used in Section 70713, and the parties further agree in that instance that this Agreement is otherwise subject to any applicable requirements of Title 22.

Further, Contractor certifies that it and all of its subcontractors will adhere to all applicable provisions of Chapter 4.106 of the San Mateo County Ordinance Code, which regulates the use of disposable food service ware. Accordingly, Contractor shall not use any non-recyclable plastic disposable food service ware when providing prepared food on property owned or leased by the County and instead shall use biodegradable, compostable, reusable, or recyclable plastic food service ware on property owned or leased by the County.

Contractor will timely and accurately complete, sign, and submit all necessary documentation of compliance.

Compliance with Payer Requirements. County and Contractor are responsible for following coding guidance as it relates to payer requirements. County shall notify Contractor of any payer requirements that are unique to the facility. It is a shared responsibility between the County and Contractor to promptly notify the other of potential issues or acts of non-compliance with applicable federal and state laws and regulations in relation to the Services provided by Contractor to the County. In addition to and depending on the potential issue, the County and Contractor may share responsibility in evaluating such potential issues or acts of non-compliance to: (i) substantiate a potential issue or act; (ii) conduct a root cause analysis; (iii) implement appropriate remediation; (iv) create new, or modify existing, policies and procedures; (v) audit and/or monitor for further risk; or (vi) conduct appropriate education and training. It is the responsibility of each Party hereunder to impose corrective action on any member of its own workforce for non-compliant issues or acts and to follow its own internal policies related to documentation of the investigation of any potential issues or acts of non-compliance. Should any non-compliance be found by either the County or the Contractor, the County will be responsible for notifying patients, government entities, or others regarding that non-compliant finding(s) with federal and state laws and regulations.

12. Non-Discrimination and Other Requirements

a. General Non-discrimination

No person shall be denied any services provided pursuant to this Agreement (except as limited by the scope of services) on the grounds of race, color, national origin, ancestry, age, disability (physical or mental), sex, sexual orientation, gender identity, marital or domestic partner status, religion, political beliefs or affiliation, familial or parental status (including pregnancy), medical condition (cancer-related), military service, or genetic information.

b. Equal Employment Opportunity

Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this Agreement. Contractor's equal employment policies shall be made available to County upon request.

c. Section 504 of the Rehabilitation Act of 1973

Contractor shall comply with Section 504 of the Rehabilitation Act of 1973, as amended, which provides that no otherwise qualified individual with a disability shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of any services this Agreement. This Section applies only to contractors who are providing services to members of the public under this Agreement.

d. Compliance with County's Equal Benefits Ordinance

Contractor shall comply with all laws relating to the provision of benefits to its employees and their spouses or domestic partners, including, but not limited to, such laws prohibiting discrimination in the provision of such benefits on the basis that the spouse or domestic partner of the Contractor's employee is of the same or opposite sex as the employee.

e. Discrimination Against Individuals with Disabilities

The nondiscrimination requirements of 41 C.F.R. 60-741.5(a) are incorporated into this Agreement as if fully set forth here, and Contractor and any subcontractor shall abide by the requirements of 41 C.F.R. 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability

and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

f. History of Discrimination

Contractor certifies that no finding of discrimination has been issued in the past 365 days against Contractor by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other investigative entity. If any finding(s) of discrimination have been issued against Contractor within the past 365 days by the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or other investigative entity, Contractor shall provide County with a written explanation of the outcome(s) or remedy for the discrimination prior to execution of this Agreement. Failure to comply with this Section shall constitute a material breach of this Agreement and subjects the Agreement to immediate termination at the sole option of the County.

g. Reporting; Violation of Non-discrimination Provisions

Contractor shall report to the County Executive Officer the filing in any court or with any administrative agency of any complaint or allegation of discrimination on any of the bases prohibited by this Section of the Agreement or the Section titled "Compliance with Laws". Such duty shall include reporting of the filing of any and all charges with the Equal Employment Opportunity Commission, the California Department of Fair Employment and Housing, or any other entity charged with the investigation or adjudication of allegations covered by this subsection within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include a general description of the circumstances involved and a general description of the kind of discrimination alleged (for example, gender-, sexual orientation-, religion-, or race-based discrimination).

Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Executive Officer, including but not limited to the following:

- i. termination of this Agreement;
- ii. disqualification of the Contractor from being considered for or being awarded a County contract for a period of up to 3 years;
- iii. liquidated damages of \$2,500 per violation; and/or
- iv. imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Executive Officer.

To effectuate the provisions of this Section, the County Executive Officer shall have the authority to offset all or any portion of the amount described in this Section against amounts due to Contractor under this Agreement or any other agreement between Contractor and County.

h. Compliance with Living Wage Ordinance

As required by Chapter 2.88 of the San Mateo County Ordinance Code, Contractor certifies all contractor(s) and subcontractor(s) obligated under this contract shall fully comply with the provisions of the County of San Mateo Living Wage Ordinance, including, but not limited to, paying all Covered Employees the current Living Wage and providing notice to all Covered Employees and Subcontractors as required under the Ordinance.

13. Compliance with County Employee Jury Service Ordinance

Contractor shall comply with Chapter 2.85 of the County's Ordinance Code, which states that Contractor shall have and adhere to a written policy providing that its employees, to the extent they are full-time employees and live in San Mateo County, shall receive from the Contractor, on an annual basis, no fewer than five days of regular pay for jury service in San Mateo County, with jury pay being provided only for each day of actual jury service. The policy may provide that such employees deposit any fees received for such jury service with Contractor or that the Contractor may deduct from an employee's regular pay the fees received for jury service in San Mateo County. By signing this Agreement, Contractor certifies that it has and adheres to a policy consistent with Chapter 2.85. For purposes of this Section, if Contractor has no employees in San Mateo County, it is sufficient for Contractor to provide the following written statement to County: "For purposes of San Mateo County's jury service ordinance, Contractor certifies that it has no full-time employees who live in San Mateo County. To the extent that it hires any such employees during the term of its Agreement with San Mateo County, Contractor shall adopt a policy that complies with Chapter 2.85 of the County's Ordinance Code." The requirements of Chapter 2.85 do not apply unless this Agreement's total value listed in the Section titled "Payments", exceeds two-hundred thousand dollars (\$200,000); Contractor acknowledges that Chapter 2.85's requirements will apply if this Agreement is amended such that its total value exceeds that threshold amount.

14. Retention of Records; Right to Monitor and Audit

(a) Contractor shall maintain all required records relating to services provided under this Agreement for three (3) years after County makes final payment and all other pending matters are closed, and Contractor shall be subject to the examination and/or audit by County, a Federal grantor agency, and the State of California.

(b) Contractor shall comply with all program and fiscal reporting requirements set forth by applicable Federal, State, and local agencies and as required by County.

(c) Contractor agrees upon reasonable notice to provide to County, to any Federal or State department having monitoring or review authority, to County's authorized representative, and/or to any of their respective audit agencies access to and the right to examine all records and documents necessary to determine compliance with relevant Federal, State, and local statutes, rules, and regulations, to determine compliance with this Agreement, and to evaluate the quality, appropriateness, and timeliness of services performed.

15. Confidentiality

Nothing in this section shall limit the County's responsibilities and ability to produce records pursuant to the California Public Records Act and other applicable law, or subpoena or court order. However, County shall first provide Contractor with prior written notice of such request to disclose Contractor's Confidential Information and afford Contractor, when possible, with an opportunity to review and respond to such request, including, but not limited to, the ability to request limitations on the disclosure or file a motion to quash.

a. Contractor's Confidential Information.

The Parties agree that Contractor has developed, at its own expense, valuable technical and non-technical business and trade secrets and other information including, without limitation, specifications, data workflows, know-how, processes, and techniques (including computer software and related products), marketing strategies and related data, customer lists, financial information, and personnel, some of which may constitute Confidential Information under this Agreement. The software developed by the Contractor (e.g. function, workflow, processes, and techniques that would be generally considered

trade secrets under law) shall be considered confidential. This Agreement, and any information included in the agreement or request for proposal submitted to obtain this agreement cannot be held as confidential.

If information is commonly understood as confidential, financial, or personnel information, or a trade secret, Contractor has protected the disclosure and release of Confidential Information to third persons and intends that the information continue to be kept confidential. To this end, any Confidential Information which may be disclosed to County as part of the services does not constitute a waiver for the release or disclosure of the Confidential Information by County to any other party or entity without the express, prior written consent of Contractor.

b. County's Confidential Information.

The Parties agree that, during the course of providing the services, Contractor may have access to information concerning the business of County or information relating to its operations, coding, billing, patients, staff, or internal processes that may reasonably be considered confidential and proprietary ("County Confidential Information"). Contractor must protect the County Confidential Information and treat it as confidential. Contractor must take reasonable security precautions, at least as great as the precautions it takes to protect its own Confidential Information, but in no event less than reasonable care, to keep confidential the County Confidential Information. Contractor shall comply with all federal and California confidentiality and privacy laws, and shall comply with the Business Associate Agreement, attached hereto and incorporated as Attachment H.

16. Representation and Warranties

a. Warranty of Non-Exclusion.

None of Contractor's Resources providing services is or has been excluded from participation in any federally funded health care program, including the Medicare and Medicaid programs.

b. Other Warranties.

The Software provided by Contractor is subject to a warranty. Contractor warrants to County that the Software will perform according to the Software's documentation at the time of the implementation and that, to the best of Contractor's knowledge, County's use of this Software according to the documentation is not an infringement of any third party's intellectual property rights. If the Software is subsequently upgraded, repaired or otherwise changed by Contractor, Contractor warrants to County that the Software will continue to perform according to its original documentation as well as according to updated documentation to the extent new features are added. OTHER THAN THE REPRESENTATIONS AND WARRANTIES EXPLICITLY PROVIDED IN THIS AGREEMENT, CONTRACTOR AND ITS SUBSIDIARIES AND THEIR DIRECTORS, OFFICERS, SHAREHOLDERS, LICENSORS, SUBCONTRACTORS, AND AGENTS ("CONTRACTOR PARTIES"), TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EXPRESSLY DISCLAIM ANY AND ALL OTHER REPRESENTATIONS, WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED WITH RESPECT TO THE SERVICES. NEITHER CONTRACTOR NOR ANY CONTRACTOR PARTY WARRANTS THAT THE SERVICES WILL BE UNINTERRUPTED. IN THE EVENT OF A THIRD-PARTY INFRINGEMENT CLAIM, CONTRACTOR SHALL, AT ITS OPTION AND EXPENSE, (A) PROCURE FOR COUNTY THE RIGHT TO CONTINUE USING THE ALLEGEDLY INFRINGING SOFTWARE, (B) REPLACE IT WITH A NON-INFRINGEMENT VERSION OF THE SOFTWARE, OR (C) MODIFY THE SOFTWARE SO IT BECOMES NON-INFRINGEMENT. IF NONE OF THESE OPTIONS IS AVAILABLE, COUNTY MAY TERMINATE THE AGREEMENT AND CONTRACTOR SHALL GRANT COUNTY A REFUND OF ANY PREPAID FEES.

c. Representations-Execution of Agreement

The parties each represent and warrant that this Agreement was executed by an authorized signatory of that party with the authority to enter into binding agreements on behalf of that party.

17. Merger Clause; Amendments

This Agreement, including the Exhibits and Attachments attached to this Agreement and incorporated by reference, constitutes the sole Agreement of the parties to this Agreement and correctly states the rights, duties, and obligations of each party as of this document's date. In the event that any term, condition, provision, requirement, or specification set forth in the body of this Agreement conflicts with or is inconsistent with any term, condition, provision, requirement, or specification in any Exhibit and/or Attachment to this Agreement, the provisions of the body of the Agreement shall prevail. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications or amendments shall be in writing and signed by the parties.

18. Controlling Law; Venue

The validity of this Agreement and of its terms, the rights and duties of the parties under this Agreement, the interpretation of this Agreement, the performance of this Agreement, and any other dispute of any nature arising out of this Agreement shall be governed by the laws of the State of California without regard to its choice of law or conflict of law rules. Any dispute arising out of this Agreement shall be venued either in the San Mateo County Superior Court or in the United States District Court for the Northern District of California.

19. Notices

Any notice, request, demand, or other communication required or permitted under this Agreement shall be deemed to be properly given when both: (1) transmitted via facsimile to the telephone number listed below or transmitted via email to the email address listed below; and (2) sent to the physical address listed below by either being deposited in the United States mail, postage prepaid, or deposited for overnight delivery, charges prepaid, with an established overnight courier that provides a tracking number showing confirmation of receipt.

In the case of County, to:

Name/Title: San Mateo Medical Center
Attn: Chief Operations Officer
Address: 222 W 39th Ave
San Mateo, CA 94403

In the case of Contractor, to:

Name/Title: CorroHealth, Inc.
Address: 6509 Windcrest Drive, Suite 165, Plano, Texas 75024
Email: cindy.becker@corrohealth.com

20. Electronic Signature

Both County and Contractor wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law and County's Electronic Signature

Administrative Memo. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

21. Payment of Permits/Licenses

Contractor bears responsibility to obtain any license, permit, or approval required from any agency for work/services to be performed under this Agreement at Contractor's own expense prior to commencement of said work/services. Failure to do so will result in forfeit of any right to compensation under this Agreement.

22. Disentanglement

Contractor shall cooperate with County and County's other contractors to ensure a smooth transition at the time of termination of this Agreement, regardless of the nature or timing of the termination. Contractor shall cooperate with County's efforts to effectuate such transition with the goal of minimizing or eliminating any interruption of work required under the Agreement and any adverse impact on the provision of services or the County's activities; provided, however, that County shall pay Contractor on a time and materials basis, at the then-applicable rates, for all additional services performed in connection with such cooperation. Contractor shall deliver to County or its designee, at County's request, all documentation and data related to County, including, but not limited to, patient files, held by Contractor, and after return of same, Contractor shall destroy all copies thereof still in Contractor's possession, at no charge to County. Such data delivery shall be in an electronic format to facilitate archiving or loading into a replacement application. County and Contractor shall mutually agree to the specific electronic format.

Upon any termination of the Agreement, regardless of the nature or timing of the termination, and upon mutual written agreement of the Parties, for up to twelve (12) months post termination (the "Transition Period"), County may continue to receive from Contractor all maintenance and support services, at the then-applicable rates provided, however, that the annual support and maintenance fee shall be prorated and paid in advance on a monthly basis during such time, and the amount of such support and maintenance fee shall remain subject to the limitations set forth in the Agreement regarding any increase in such fee.

23. Disaster and Emergency Response Plan

Contractor will develop and maintain a Disaster and Emergency Response Plan ("Emergency Plan") that includes all of the elements set forth in this Section, as well as any additional elements reasonably requested by the County. The Emergency Plan will also include site-Specific emergency response plan(s) for each of the sites at which Contractor provides services pursuant to this Agreement ("Site Plans"). The Emergency Plan and associated Site Plans will address Contractor preparations to effectively respond in the immediate aftermath of a national, state or local disaster or emergency ("Emergency Response") and plans for the ongoing continuation of Services under the Agreement during and after a disaster or emergency ("Continuity of Operations").

Contractor shall submit the Emergency Plan to the County within thirty (30) days after the beginning of the Term of the Agreement and the Emergency Plan will be subject to the reasonable approval of the County. Contractor shall respond reasonably promptly to any comments or requests for revisions that the County provides to Contractor regarding the Emergency Plan. Contractor will update the Emergency Plan and associated Site Plans as circumstances warrant and shall provide County with copies of such updated plans. Contractor shall train employees on the Emergency Plan and the Emergency Plan will include a description of how employees will be trained.

The Emergency Plan will indicate, in as much detail as reasonably possible, the categories of additional staff, supplies, and services that Contractor projects would be necessary for effective Emergency Response and Continuity of Operations and the costs that the Contractor projects it would incur for such additional staff, supplies and services. Contractor shall recognize and adhere to the disaster medical health emergency operations structure, including cooperating with, and following direction provided by, the County's Medical Health Operational Area Coordinator (MHOAC). In the event that the Contractor is required to implement the Emergency Plan during the term of the Agreement, the parties will confer in good faith regarding the additional staff, supplies and services needed to ensure Emergency Response and/or Continuity of Operations owing to the particular nature of the emergency, as well as whether the circumstances warrant additional compensation by the County for additional staff, supplies and services needed for such Emergency Response and/or Continuity of Operations.

Contractor shall reasonably cooperate with the County in complying with processes and requirements that may be imposed by State and Federal agencies (including, but not limited to the California Governor's Office of Emergency Services and the Federal Emergency Management Agency) in connection with reimbursement for emergency/disaster related expenditures.

In a declared national, state or local disaster or emergency, Contractor and its employees will be expected to perform services as set forth in the Agreement, including in the area of Emergency Response and Continuity of Operations, as set forth in the Emergency Plan and each Site Plan. Contractor shall ensure that all of its employees are notified, in writing, that they will be expected to perform services consistent with the Emergency Plan and each Site Plan.

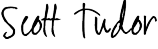
24. Hospital and Clinics Credentialing Program

Contractor and Contractor representatives visiting or entering the San Mateo Medical Center (SMMC) main campus or any of its satellite clinics are required to register with SMMC's Vendor Credentialing Program prior to conducting business onsite. It is important that each Contractor representative registers individually in order to maintain the confidentiality of their personal credentials and to ensure ongoing access to our facilities. More information regarding SMMC's updated credentialing and on-site visit requirements can be found on SMMC's profile page through <https://login.ghx.com>.

* * *

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: CorroHealth, Inc.

<div>DocuSigned by:  B2A436E3BDD2406...</div>	1/5/2023	Scott Tudor, CFO
Contractor Signature	Date	Contractor Name (please print)

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

The Platform | CorroComplete – Autonomous Coding

Contractor will provide County with their cloud-based Autonomous Coding solution, CorroComplete, to automate the workflow across coding and charge capture for Profee primary care and specialty clinics.

	ICD	E&M	I&I	Procedures	MIPS
Profee (Primary and Specialty Clinics)	✓	✓	✓	✓	

Additionally, the CorroComplete solution can automate the workflow across coding and charge capture in the following areas for County at pricing mutually agreed to by the parties:

	ICD	E&M	I&I	Procedures	MIPS
Emergency Department	✓	✓	✓	✓	
Urgent Care	✓	✓	✓	✓	✓

Beyond historic CAC (computer assisted coding) and NLP (natural language processing) solutions, CorroComplete provides knowledge based artificial intelligence (AI) customized to the unique needs of each client.

NLP is taken to the next level with clinical concept extraction designed to generate clinical metadata. This metadata classifies clinical semantics and determines relationships among clinical concepts. With clinical concepts properly applied, charges and codes are autonomously derived from the solution utilizing facility tailored rules processing and learning engines.

The small percentage of codes that do not meet the confidence threshold of the platform will be routed to appropriate coding professionals for finalization.

Solution Delivery

Contractor Standards

As a coding services team, Contractor places a high level of importance on quality team members. It is the knowledge, experience, and insight provided by Contractor's staff that creates real value for clients.

The following outlines the key practices that produce the value required from a coding services group and which Contractor's coders shall meet.

Selective Hiring Principles

Coders must meet the following standards to join the Contractor team:

- Maintain coding certifications including (but not limited to) Certified Coding Specialist (CCS), Certified Professional Coder (CPC), Registered Health Information Administrator (RHIA), or Registered Health Information Technician (RHIT). Demonstrate aptitude and proficiency in the completion of Contractor's Coding Specialist exam
- Pass thorough background checks, where applicable, including:
 - OIG (Office of Inspector General)

- Multi-State criminal search
- National SSN/Address location
- Sex & Violent offender search
- Terrorist search (OFAC search/Government watch list)
- GSA Excluded Parties List System (EPLS)
- E-Verify
- Consistently meet contractor's requisite compliance and productivity guidelines
- Participate in continuing education opportunities and professional development

Performance and Production Guidelines

Contractor's Coders must meet the following performance and production levels.

- Code every case in accordance with the coding guidelines published in the American Hospital Association's Coding Clinic for ICD-10-CM, American Medical Association's CPT Assistant, and official CMS publications or website.
- Deviate from official coding guidelines ONLY if healthcare facility provides written documentation of such policies.
- Suspend cases with incomplete or unclear documentation that requires clarification or substantiation prior to finalizing codes. The coding specialist then seeks clarification and/or additional documentation from the physician to ensure accurate codes for compliance with standard documentation and reimbursement guidelines.
- Comply with appropriate coding production guidelines and with company Coding Compliance Program Standards.

Coordinated Delivery Team

Team Members

Contractor will provide the following key team members to implement and support the coding service needs of San Mateo County.

Coding Operations Director:

- Serves as the main contact for day-to-day coding project updates and operations with the client
- Manages the matching and assignment of coding resources based on client project needs
- Manages day-to-day project workload assignment for coding resources

Coding Manager:

- Assists with reporting and day-to-day coding project workload assignment for coding resources
- Monitors coding resource time and attendance

Coding Compliance Auditor:

- Serves to secure appropriate audits of coding resource workload
- Provides and maintains quality assurance reports and data
- Engages appropriate team members when quality is at risk to execute a solution

Coding Resource:

- Serves to complete assigned coding workload within the mutually agreed upon project expectations
- Maintains proper coding productivity and accuracy

Coding Project Management Process

Contractor's coordinated delivery team will follow a set approach to project kickoff and implementation that ensures the proper resources are assigned, trained, and actively addressing County's specific needs. This process includes the key steps in the table below, to be performed by Contractor.

Kick-Off	Go-Live	Maintenance
Client Coding Profile	Resources submitted	Full productivity reached
Project Kickoff	Dedicated Leadership identified	Maintain on-going communications
Client Information for logins	Dedicated FTE's identified	
	Logins tested	
	Training completed	

Project Reports and Communication

Communication during Go-Live and beyond is critical to a successful coding solution. The following outlines a general communication plan to be implemented by the Contractor across County project and engagement. Adjustment to these plans can be discussed throughout the project.

Communication	Schedule	Format	Purpose
Project Management Call	Weekly or as Needed During Go-Live	Conference Call & Email	<ul style="list-style-type: none"> Discuss any issues needing resolution to achieve full productivity Review anticipated hours
Productivity Reports	Monthly	Email & Report	<ul style="list-style-type: none"> Report prior completed month's productivity
Compliance Reports	Quarterly	Email & Report	<ul style="list-style-type: none"> Report prior 3 month's completed accuracy
Project Review	Weekly During Maintenance or as requested by client	Conference Call & Email	<ul style="list-style-type: none"> Discuss any issues needing resolution Review anticipated hours

Quality Assurance Monitoring Domestic Coding Initial and Ongoing Review

Initial Review Process:

Upon assignment to a project, Contractor's coders shall undergo an initial review process completed by Contractor's Coding Compliance team.

The initial review process shall begin with a pre-bill review, which includes:

Initial Coder Training:

- After training is completed on client systems and processes, coders are paired with a Contractor's compliance team member to team code a set of records.

- The paired compliance team member provides real-time feedback and guidance during the process.

Daily Initial Review:

- Coder shall code a set of charts.
- Auditor shall review the charts and provide feedback to the coder within 24 hours.
- The auditor shall also provide any education needed based on the findings.
- The coder shall make necessary changes and drop charts.
- This process shall continue daily until the coder demonstrates accuracy standard of 95%

Ongoing Review Process:

After completion of the initial review process, Contractor's Coding Compliance team shall review 10 charts per coder per month.

Quality Remediation

If a coder falls below acceptable quality standards, Contractor shall employ an individualized education plan for the coder. These plans shall include identification of specific coding challenges, objectives for the plan, and detailed one-on-one training to meet the plan objectives. These plans shall be included in the monthly quality report.

Management shall also increase the quality assurance review volume for the coder until 95% accuracy is achieved. If the coder does not meet or exceed this accuracy goal within a set timeframe using validated results, the coder shall be discharged from employment on the County's project.

Determining Coding Accuracy

Coding accuracy shall be determined by dividing the total number of omitted or incorrectly submitted codes by the total number of identifiable codes present in each case. Contractor shall also track accuracy and report accuracy to the coding category level. These levels include the following where applicable:

- Principal diagnosis (included in overall accuracy)
- Secondary diagnoses (included in overall accuracy)
- ICD Procedures (included in overall accuracy)
- CPT Procedures (included in overall accuracy)
- E/M Level (included in overall accuracy)
- DRG
- APC
- Discharge Disposition
- Modifier
- Charge Entry
- Present on Admission (POA) indicators
- Abstracting

If required in order to provide the services, County must provide Contractor with access to the County's platform to allow Contractor real-time, automated, electronic access to any information required for Contractor to provide the Services. This data, among other things, must provide Contractor complete and accurate documentation for each patient visit or encounter (each a "Subject File"). County may provide this access through any means or platform mutually agreed upon by County and Contractor, including County's EMR, an HL7 interface, SFTP or API (each method of providing access is a "Provision of Documentation").

County IT Requirements

The contractor will accept a text file from eClinicalWorks EMR system. There will be a unidirectional interface from eClinicalWorks EMR to Contractor for text file only to extract Progress Note information once the Progress Note has been locked. No information from Contractor will be sent back to eClinicalWorks EMR, hence an interface from Contractor to eClinicalWorks EMR is out of scope under this contract.

In addition, the contractor will provide a data diagram and technical requirements to Cerner for review for a new HL7 interface from Contractor to Cerner's Invision Patient Accounting system.

Implementation Plan Summary		
Date of Discussion: Facility Name(s):	San Mateo Medical Center	Implementation Summary in support of: New Client Contract

MODULES INCLUSIVE OF THIS IMPLEMENTATION:	CLIENT MEDICAL RECORD DOCUMENTATION
Service Model Facility Charge Capture Service Professional Fee Coding Service (including bedside procedures) Diagnosis Coding Service	Medical Record File (TXT, PDF, RTF) Remote Access capabilities
Full Service <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

INTERFACES INBOUND FROM FACILITY TO CH:	NON-INTERFACED DATA EXCHANGE REQUIREMENTS
HL7 ADT	Patient Registration Information (to CH) Facility E&M/CPT Codes (from CH) Profee E&M/CPT Codes (from CH) Diagnosis Codes (from CH)
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

INTERFACE OPTIONS OUTBOUND FROM CH TO FACILITY:	Reconciliation Source (to CH)
HL7 for Facility CPT E&M and Procedure Codes HL7 for ProFee CPT E&M and Procedure Codes HL7 for ICD-10 Diagnosis Codes System/s Receiving data from CH: Invision	New vs. Established Patient Identification (for Clinic Visits)
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

VPN REQUIREMENT AGREEMENT
B2B (Business to Business) VPN connection using AES 256-bit Encryption and SHA1 Authentication
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

OTHER TOPICS FOR DISCUSSION:
Unique critical access workflow
<input type="checkbox"/> YES <input type="checkbox"/> NO

Comments:

Project Scope & Assumptions
This applies to Primary Care and Specialties.

Technical Environment Caveats

Attachment B

CorroHealth - Standard Reports				
Report	Quality	Revenue	Documentation Improvement	Management
Level of Service Summary		x		x
Production Snapshot				x
No Infusion Stop Time	x	x	x	x
No Infusion Trend Report	x	x	x	x
Provider Deficiency Report	x	x	x	x
Physician Level of Service Summary Report		x		x
Mid-Level Providers Assigned by Facility	x			x
OB Triage		x		x
Facility QA Summary	x			x
Monthly Account Activity				x
Coder Productivity Summary (SaaS only)				x
Coder QA Summary by Facility Report (SaaS only)	x			x
Duplicate Accounts (SaaS only)				x
Pending Accounts Report	x		x	
Trauma Activation Report	x	x	x	
Conscious Sedation Activity Report	x		x	
Documentation Deficiency Report	x		x	
Daily Posting Summary		x		x
Reconciliation Report		x		x
CPT Frequency Report		x		x
Accounts by Diagnosis	x			x
Accounts by Facility Service Level	x			
Daily Aged Accounts Report	x	x		x
Medical Necessity Report	x	x	x	x
SLA Summary Report		x		x

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms, which such fees shall be conditioned on Contractor being the external exclusive provider of such services:

Autonomous Coding + Experienced Coding Support:

DOMESTIC STAFF: Full Service (Automation + Coding Support)		
	TAT	Per Chart Fee
Primary Care	24 -48 Hours	\$3.75
Specialty Clinics	24 -48 Hours	\$3.75
Manual Coding of Specialty Clinics	24-72 Hours	\$5.00

SaaS | Autonomous Coding Only:

SaaS (Automation Only)	
	Per Chart Fee
Primary Care	\$1.25
Specialty Clinics	\$1.25

Exhibit C
Performance Metrics

County will measure Contractor performance of the services in accordance with the procedures set forth by the performance indicators below. Contractor acknowledges that the performance indicators are a reasonable minimum standard by which to measure Contractor performance of the services.

Coding accuracy rate on clinic accounts at 95% or higher.

EXHIBIT E

CORPORATE COMPLIANCE SMMC CODE OF CONDUCT (THIRD PARTIES)

Contractor recognizes and is fully dedicated to advancing San Mateo Medical Center's (SMMC) commitment to full compliance with all Federal, State, and other governmental health care program requirements, including its commitment to prepare and submit accurate claims consistent with such requirements.

Contractor will comply with all applicable Federal, State or other governmental health care program requirements.

Contractor, to the extent its contractual duties require it to submit the reports covered in this paragraph, will promptly submit accurate information for Federal health care cost reports including, but not limited to, the requirement to submit accurate information regarding acute available bed count for Disproportionate Share Hospital (DSH) payment.

Contractor will report to the SMMC Compliance Officer any suspected violation of any Federal health care program requirements within fifteen (15) days of discovery of the violation.

Contractor has the right to use the SMMC Disclosure Program by calling the Compliance Hotline at (800) 965-9775 or reporting incidents directly to the Compliance Officer. SMMC is committed to non-retaliation and will maintain, as appropriate, confidentiality and anonymity with respect to such disclosures.

Contractor understands that non-compliance with Federal and State health care program requirements, and failing to report any such violations, could result in termination of the Agreement and/or any other penalties as permitted by law.

Contractor is responsible for acquiring sufficient knowledge to recognize potential compliance issues applicable to the duties outlined in the Agreement and for appropriately seeking advice regarding such issues.

Contractor will not offer, give, or accept any "kickback," bribe, payment, gift, or thing of value to any person or entity with whom SMMC has or is seeking any business or regulatory relationship in relation to said business or regulatory relationship (other than payments authorized by law under such relationships). Contractor will promptly report the offering or receipt of such gifts to the SMMC Compliance Officer.

Contractor will not engage in any financial, business, or other activity which may interfere or appear to interfere with the performance of the duties under the Agreement or that involve the use of SMMC/County property, facilities, or resources.

Contractor will cooperate fully and honestly in the event that SMMC and/or County is audited by an outside agency including, but not limited to, compliance audits regarding enforcement of Federal and State regulations, any applicable accreditation standards, and/or SMMC system-wide policies.

***TO REPORT VIOLATIONS,
CALL THE COMPLIANCE HOT LINE: (800) 965-9775***

Contractor, in executing this Agreement, certifies that an authorized representative has received this Code of Conduct, understands it, has authority to commit Contractor to this Code of Conduct, and has committed Contractor to comply with this Code of Conduct.

Attachment H

Health Insurance Portability and Accountability Act (HIPAA) Business Associate Requirements

DEFINITIONS

Terms used, but not otherwise defined, in this Schedule shall have the same meaning as those terms are defined in 45 Code of Federal Regulations (CFR) sections 160.103, 164.304, and 164.501. All regulatory references in this Schedule are to Title 45 of the Code of Federal Regulations unless otherwise specified.

- a. **Business Associate.** "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the parties to this agreement shall mean Contractor.
- b. **Covered Entity.** "Covered entity" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement shall mean County.
- c. **HIPAA Rules.** "HIPAA rules" shall mean the Privacy, Security, Breach Notification and Enforcement Rules at 45 CFR part 160 and part 164, as amended and supplemented by Subtitle D of the Health Information Technology for Economic and Clinical Health Act provisions of the American Recovery and Reinvestment Act of 2009.
- d. **Designated Record Set.** "Designated Record Set" shall have the same meaning as the term "designated record set" in Section 164.501.
- e. **Electronic Protected Health Information.** "Electronic Protected Health Information" (EPHI) means individually identifiable health information that is transmitted or maintained in electronic media; it is limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.
- f. **Individual.** "Individual" shall have the same meaning as the term "individual" in Section 164.501 and shall include a person who qualifies as a personal representative in accordance with Section 164.502(g).
- g. **Privacy Rule.** "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- h. **Protected Health Information.** "Protected Health Information" (PHI) shall have the same meaning as the term "protected health information" in Section 160.103 and is limited to the information created or received by Business Associate from or on behalf of County.
- i. **Required By Law.** "Required by law" shall have the same meaning as the term "required by law" in Section 164.103.
- j. **Secretary.** "Secretary" shall mean the Secretary of the United States Department of Health and Human Services or his or her designee.
- k. **Breach.** The acquisition, access, use, or disclosure of PHI in violation of the Privacy Rule that compromises the security or privacy of the PHI and subject to the exclusions set

forth in Section 164.402. Unless an exception applies, an impermissible use or disclosure of PHI *is presumed* to be a breach, unless it can be demonstrated there is a low probability that the PHI has been compromised based upon, at minimum, a four-part risk assessment:

1. Nature and extent of PHI included, identifiers and likelihood of re-identification;
 2. Identity of the unauthorized person or to whom impermissible disclosure was made;
 3. Whether PHI was actually viewed or only the opportunity to do so existed;
 4. The extent to which the risk has been mitigated.
- l. **Security Rule.** "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160 and Part 164, Subparts A and C.
- m. **Unsecured PHI.** "Unsecured PHI" is protected health information that is not rendered unusable, unreadable, or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the Secretary in relevant HHS guidance.
- n. **Security Incident.** "Security Incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system. "Security Incident" includes all incidents that constitute breaches of unsecured protected health information.

OBLIGATIONS AND ACTIVITIES OF CONTRACTOR AS BUSINESS ASSOCIATE

- a. Business Associate agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement or as required by law.
- b. Business Associate agrees to use appropriate safeguards to comply with Subpart C of 45 CFR part 164 with respect to EPHI and PHI, and to prevent the use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Business Associate agrees to make uses and disclosures requests for Protected Health Information consistent with minimum necessary policy and procedures.
- d. Business Associate may not use or disclose protected health information in a manner that would violate subpart E of 45 CFR part 164.504 if used or disclosed by Covered Entity.
- e. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- f. Business Associate agrees to report to County any use or disclosure of Protected Health Information not authorized by this Agreement.
- g. Business Associate agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Business Associate on behalf of County, agrees to adhere to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- h. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to provide access, at the request of County, and in the time

and manner designated by County, to Protected Health Information in a Designated Record Set, to County or, as directed by County, to an Individual in order to meet the requirements under Section 164.524.

- i. If Business Associate has Protected Health Information in a Designated Record Set, Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that the County directs or agrees to make pursuant to Section 164.526 at the request of County or an Individual, and in the time and manner designated by County.
- j. Business Associate agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of County, available to the County at the request of County or the Secretary, in a time and manner designated by the County or the Secretary, for purposes of the Secretary determining County's compliance with the Privacy Rule.
- k. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- l. Business Associate agrees to provide to County or an Individual in the time and manner designated by County, information collected in accordance with Section (k) of this Schedule, in order to permit County to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with Section 164.528.
- m. Business Associate shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Business Associate creates, receives, maintains, or transmits on behalf of County.
- n. Business Associate shall conform to generally accepted system security principles and the requirements of the final HIPAA rule pertaining to the security of health information.
- o. Business Associate shall ensure that any agent to whom it provides EPHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such EPHI.
- p. Business Associate shall report to County any Security Incident within three (3) business days of becoming aware of such incident. This Section constitutes notice by Business Associate to Covered Entity of the ongoing existence and occurrence of attempted but unsuccessful security incidents, for which no additional notice to Covered Entity shall be required, including but not be limited to pings and other broadcast attacks on Business Associate's firewall, port scans, unsuccessful log-on attempts, denials of service and any combination of the above, unless such incident results in unauthorized access, use, destruction or disclosure of PHI. Business Associate shall also facilitate breach notification(s) to the appropriate governing body (i.e. HHS, OCR, etc.) as required by law. As appropriate and after consulting with

County, Business Associate shall also notify affected individuals and the media of a qualifying breach.

- q. Business Associate understands that it is directly liable under the HIPAA rules and subject to civil and, in some cases, criminal penalties for making uses and disclosures of Protected Health Information that are not authorized by this Attachment, the underlying contract as or required by law.

PERMITTED USES AND DISCLOSURES BY CONTRACTOR AS BUSINESS ASSOCIATE

Except as otherwise limited in this Schedule, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, County as specified in the Agreement; provided that such use or disclosure would not violate the Privacy Rule if done by County.

OBLIGATIONS OF COUNTY

- a. County shall provide Business Associate with the notice of privacy practices that County produces in accordance with Section 164.520, as well as any changes to such notice.
- b. County shall provide Business Associate with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Business Associate's permitted or required uses and disclosures.
- c. County shall notify Business Associate of any restriction to the use or disclosure of Protected Health Information that County has agreed to in accordance with Section 164.522.

PERMISSIBLE REQUESTS BY COUNTY

County shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if so requested by County, unless the Business Associate will use or disclose Protected Health Information for, and if the Agreement provides for, data aggregation or management and administrative activities of Business Associate.

DUTIES UPON TERMINATION OF AGREEMENT

- a. Upon termination of the Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from County, or created, maintained, or received by Business Associate on behalf of County, that Business Associate still maintains in any form. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
- b. In the event that Business Associate determines that returning or destroying Protected Health Information is infeasible, Business Associate shall provide to County notification of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of Protected Health Information is infeasible,

Business Associate shall extend the protections of the Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

MISCELLANEOUS

- a. **Regulatory References.** A reference in this Schedule to a section in the HIPAA Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b. **Amendment.** The Parties agree to take such action as is necessary to amend this Schedule from time to time as is necessary for County to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act, Public Law 104-191.
- c. **Survival.** The respective rights and obligations of Business Associate under this Schedule shall survive the termination of the Agreement.
- d. **Interpretation.** Any ambiguity in this Schedule shall be resolved in favor of a meaning that permits County to comply with the Privacy Rule.
- e. **Reservation of Right to Obtain Information Regarding Policies and Training.** County reserves the right to request and obtain security and privacy policies upon discovery of a breach by Contractor. Request shall include information on last training of staff assigned to County in privacy.

COUNTY OF SAN MATEO



Attachment J Vendor/Contractor Access Policy

Policy Update: 10/22/2018

Overview

Vendors/Contractors play an important role in the support of hardware and software management for San Mateo County. They may be required to access, configure, maintain, and provide emergency support for systems. As a result, the vendor/contractor can be exposed to sensitive data or the need to connect to the County's network may expose the County to unwanted virus or security threats.

Policy Purpose

The purpose of this policy is to establish rules and responsibilities for the vendors/contractors who require not only physical access but also access to the County's network and information resources. This policy is intended to minimize potential exposure from damages and to mitigate any liability to the County as a result of unauthorized use.

Scope

This policy applies to all vendors/contractors who require access to County facilities as well as access to the County's network using non-County owned computing devices to perform work on behalf of the County. This policy also applies to all portable computers (laptops) and portable computing devices (devices that have similar hardware and software components used in personal computers such as a tablet PC).

Policy

Vendor/contractors shall:

- A. Only use information and systems for the purpose of the business agreement with County and any information acquired in the course of the agreement shall not be used for personal purposes or divulged to others.
- B. All contractors and vendors contracting with the County shall provide a list of its employees that require access to the County's system and data pursuant to the agreement
 - 1. The list shall be updated and provided to the Departments and Chief Information Officer (CIO) or his/her designee within 24 hours of staff changes.
- C. Safeguard all County data by:
 - 1. Utilizing data encryption to protect information on computing devices.
 - 2. Securing the computing device at all times; especially if the device is left unattended for any length of time.

3. Implementing precautions to prevent others from viewing on-screen data in public areas.
 4. Notifying the County immediately if the mobile device containing County data or used in the performance of County activities is lost or stolen.
 5. Not downloading, uploading, or maintaining, on a computing device, any information that is considered sensitive without authorization of his/her Project Manager or Department Head or his/her designee.
- D. Vendor/contractor shall use unique accounts and password management that complies with the County's Information Technology (IT) Security Policy.
1. All passwords and accounts shall be unique to the vendor/contractor and shall not be shared.
- E. Vendor/Contractor shall take reasonable steps to protect against the installation of unlicensed or malicious software.
1. All commercial software installed must have a valid license and that the terms, conditions, and copyright laws shall be strictly followed.
- F. All County-owned software installed on the computing device must be removed when the vendor/contractor services are terminated.
1. Upon termination of work, the vendor/contractor shall return or destroy all County information and data as well as provide written certification of that return or destruction within 24 hours.
- G. Remote access rules and procedures shall be strictly adhered to.
1. Remote access usage must be confined to provide support for County systems; personal use shall be strictly prohibited.
- H. In the event that a vendor/contractor disposes of a computing device containing County's confidential information and/or data, the device must be sanitized in such a way that does not allow for the retrieval of data and by Department of Defense (DOD) standards.
1. Alternatively, computing devices may be physically destroyed by a method that leaves the device's data unrecoverable.
- I. Vendor/contractor understands that its written security protocols for County-related business shall be available for inspection by the County upon request.
1. For the period that the computing device is on the County's network, there is no expectation of privacy with regard to the contents of the device despite the fact that it is a privately-owned equipment.
- J. Vendors/contractors must wear visible identification and if issued a County cardkey, the cardkey must be visible at all times. Use of another individual's cardkey is expressly prohibited.
- K. Vendor/Contractor access to County data center(s) must be authorized and approved in writing by the Chief Information Officer (CIO) or his/her designee.

Responsibilities

The vendor/contractor will be responsible for assuring that anti-virus software, with scanning and update services be applied, is installed on its computing device used for County business and that the anti-virus software meets the requirements as set forth in the County's IT Security Policy and the Virus, Patch, and Vulnerability Management Policy. Vendor must also ensure that all computing devices have operating system security patches installed and are updated on a regular basis.

Additionally, computing devices, such as laptops and/or tablets, must include an approved encryption program with configuration that meets or exceeds the County's IT Security Policy.

Vendor/Contractor device(s) may connect directly to the County network with express written approval from the CIO or his/her designee. The Vendor/Contractor must verify to the County that the device(s) have been patched, virus protected, and encrypted. Vendors using devices without approved software and encryption will not be permitted to connect to the County's network.

It is also the responsibility of the vendor/contractor to be familiar with the following policies to ensure its adherence:

- IT Security Policy
- Internet Usage Policy
- Email Policy (if applicable)
- Virus, Patch, and Vulnerability Management Policy
- Data Center Policy

Policy Enforcement

The Director of ISD (CIO) is the policy administrator for information technology resources and will ensure this process is followed. Additionally, Division Directors, Department Heads, and managers are responsible for compliance with County policy within their respective administrative areas.

Those vendors who violate this policy may be subject to contract termination, denial of service, and/or legal penalties, both criminal and civil.

Revision History

Effective Date	Changes Made
August 8, 2009	Policy established
October 22, 2018	Policy updated