

How to Upload a Business Associate Agreement (BAA)

1. Under the “Practice Site” tab, navigate to “Submit a Business Associate Agreement.”

Primary Care First (PCF) Patient Experience of Care Survey (PECS) (CAHPS® with PCF supplemental items)
The official website for news and information about the PCF PEC Survey

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Submit a Business Associate Agreement (BAA)

CMS requires all practice sites to establish a BAA with their contracted PCF PEC Survey Vendor and submit a copy to the PCF PECS Team before the vendor may receive any survey sample. Please use this page to submit that BAA.

Associated Practice Sites
The following table displays the Practice Site(s) associated with the Survey Administrator currently logged in. This system allows for the submission of one (1) BAA only. The submitted BAA will be associated with the Practice Site(s) shown in the table. If this is not correct or you need to communicate any exceptions, please contact PCF Support at PCF@Telligen.com or 888-517-7753.

Select File:
 No file chosen

| Practice Site ID | Practice Name | Current Authorized Vendor |
|------------------|---------------|---------------------------|
| ZZ9907 | Good Health | Alicia's Vendor, LLC |

2. Use the “Browse” tool to navigate to the BAA you have saved on your computer and select it for upload. Please note that you will only be able to submit one BAA for all practice sites associated with the Survey Administrator.
3. Once your BAA document has been uploaded, click “Submit.” You will receive an email confirmation once the BAA has been successfully submitted.
4. A BAA must be submitted for a practice site and its associated survey vendor by August 30, 2021 in order for the survey vendor to receive the survey sample.

Note: The BAA uploaded should include the practice sites shown in the table. If you need to make exceptions to this list, please contact PCF Support at PCF@Telligen.com or (888) 517-7753.