

## BAA Cover Letter Template

This is the cover letter that accompanies the canonical Mabble Business Associate Agreement (BAA) body when sent to a Covered Entity or upstream Business Associate for execution. The canonical BAA body is at `docs/compliance/baa_template.md`; this letter is the wrapper.

The template uses the following placeholders. Replace each placeholder before sending. Do not alter the BAA body without Compliance Office approval.

Placeholders:

- `<COMPANY NAME>` - Covered Entity / upstream Business Associate legal name
- `<COMPANY ADDRESS>` - Covered Entity registered address
- `<COMPANY CONTACT>` - named individual receiving the BAA
- `<COMPANY TITLE>` - title of the named individual
- `<EFFECTIVE DATE>` - proposed effective date (use the later of signature or "the Effective Date" placeholder in the BAA body)
- `<MABBLE SIGNER NAME>` - Mabble engineering or other Mabble authorised signatory
- `<MABBLE SIGNER TITLE>` - title of the Mabble signatory
- `<DEAL REFERENCE>` - internal Compliance Office reference (e.g., BAA-2026-NN)

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### Cover letter (copy-paste into Word / Google Doc / e-signature platform)

```
Mabble, Inc. (d/b/a "Helix")  
[Mabble registered address - Delaware]  
sales@mabble.ai  
+1 (XXX) XXX-XXXX
```

```
[Date]
```

```
<COMPANY CONTACT>  
<COMPANY TITLE>  
<COMPANY NAME>  
<COMPANY ADDRESS>
```

```
Re: HIPAA Business Associate Agreement - Mabble Helix Vault Platform  
Mabble reference: <DEAL REFERENCE>
```

```
Dear <COMPANY CONTACT> ,
```

```
This letter accompanies the Mabble Helix Business Associate Agreement  
("BAA"), proposed effective <EFFECTIVE DATE>, between <COMPANY NAME>  
("Covered Entity") and Mabble, Inc., doing business as "Helix"  
("Business Associate"). The BAA implements the requirements of  
45 CFR §164.504(e) and the HIPAA Breach Notification Rule at
```

45 CFR §164.408, and aligns with the HITECH Act §13402 and the Omnibus Final Rule.

1. Identification of the parties

Covered Entity:

Legal name: <COMPANY NAME>  
Address: <COMPANY ADDRESS>  
Contact: <COMPANY CONTACT>, <COMPANY TITLE>

Business Associate:

Legal name: Mabble, Inc., doing business as "Helix"  
State of incorporation: Delaware  
Address: [Mabble registered address]  
Compliance contact: sales@mabble.ai

2. Scope of services covered

The BAA covers Business Associate's processing of Protected Health Information ("PHI") on behalf of Covered Entity for the following services rendered under the parties' master agreement:

- (a) Hosting and storage of PHI in the Mabble Helix vault platform;
- (b) Provision of identity, access, and audit services in relation to that PHI;
- (c) Provision of subject-rights (DSAR) fulfilment tooling;
- (d) Sub-processor management and breach notification.

PHI processing is limited to the permitted uses and disclosures enumerated in Section 3 of the BAA body. Use of PHI for any purpose outside that enumeration is contractually prohibited.

3. Effective date and term

The BAA shall be effective on <EFFECTIVE DATE> and shall continue in effect until terminated in accordance with Section 11 of the BAA body, or until the underlying master agreement is terminated, whichever first occurs.

4. Reference to the BAA body

The substantive obligations are set out in the BAA body, which is attached as Annex A to this letter and is incorporated by reference. Notable provisions include:

- §3 Permitted uses and disclosures of PHI
- §4 Breach notification commitment (<=30 calendar days from discovery; shorter than the HIPAA §164.408 default of 60 days)
- §5 Sub-processor obligations (Art. 28(4) equivalent - substantially the same obligations imposed in writing)
- §11 Termination, return-or-destroy, and crypto-shred disclosure (including the 90-day backup residual at

§11.3.1)

5. Markup conventions

Mabble's standard practice is to accept business-impact markup in the cover letter and contract Schedules, but to keep the BAA body unmodified to preserve the audited control mappings. Where Covered Entity requires a substantive amendment to the BAA body, the proposed change should be raised in tracked changes; Mabble Compliance Office will respond within five business days.

Markup line: [insert tracked-change line here per Covered Entity's contracting workflow]

6. Sub-processor disclosure

A current snapshot of Mabble's sub-processor inventory is attached as Annex C. The canonical list is maintained at `docs/compliance/sub\_processors.md` and is incorporated by reference. Mabble shall provide  $\geq 30$  calendar days advance written notice of any new sub-processor that will process PHI; Covered Entity may object within 14 calendar days, and an unresolved objection allows Covered Entity to terminate without penalty.

7. Sub-processors that are not yet active

Annex C also lists vendors that are not currently in the data-processing path but for which contracts are pre-positioned (e.g., DocuSign for e-signature workflows, Stripe for billing if activated). No PHI is processed by these vendors until they are activated and Covered Entity is notified.

8. Authorised signatories

For Business Associate:

Name: <MABBLE SIGNER NAME>  
Title: <MABBLE SIGNER TITLE>  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

For Covered Entity:

Name: <COMPANY CONTACT>  
Title: <COMPANY TITLE>  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Please return the executed BAA via the e-signature partner identified on the cover page of the e-signature envelope, or via reply email to sales@mabble.ai with a PDF copy. Mabble will archive the executed copy in the compliance vault (audit-logged access).

For any clarifying question on the BAA, please contact the Mabble Compliance Office at sales@mabble.ai.

Sincerely,

<MABBLE SIGNER NAME>

<MABBLE SIGNER TITLE>

Mabble, Inc. (d/b/a "Helix")

Enclosures:

Annex A - Mabble Helix BAA body (canonical)

Annex B - Mabble Helix HIPAA control mapping (§164.308 / §164.310 / §164.312)

Annex C - Sub-processor snapshot (current as of execution date)

## Internal sending checklist (Compliance Office)

1. Confirm the deal reference and effective date with the Mabble account owner.
2. Verify that the proposed Covered Entity is a HIPAA-covered entity (provider, health plan, or healthcare clearinghouse) or an upstream Business Associate; record the determination in the Compliance Office log.
3. Pull the current Annex C sub-processor snapshot from `vendor_risk_matrix.md`.
4. Confirm Annex B HIPAA control mapping is the most recent version.
5. Confirm the Mabble signatory and the e-signature envelope; route via the e-signature partner.
6. On execution: archive the signed copy in the compliance vault, record the date and the named contacts, and update the customer's row in the ROPA.

## Change log

Version	Date	Change
0.1.0	2026-05-14	Initial Track C publication.