



OnTask Logistics LLC

Data Handling & PHI Safeguards — Summary for Partners

OnTask Logistics LLC is an owner-operated medical courier serving practices, labs, and clinics across the Philadelphia region. We understand that the materials we transport — specimens, lab orders, medical documents — often carry Protected Health Information (PHI). This document outlines how we handle that responsibility.

What We Transport

- Lab specimens and biological samples
- Medical records and referral documents
- Lab orders, reports, and test requisitions
- Prescription materials and pharmacy transfers

We do not retain, copy, photograph, or process the contents of any materials we transport. Our role is limited to transport, chain-of-custody logging, and proof of delivery — we access PHI only to the minimum extent necessary to perform our services.

How We Protect PHI in Transit

Chain of Custody	Each pickup and delivery is logged by time, location, and recipient. Documentation is retained and available upon request.
Secure Handling	Transport bags and containers are sealed and tamper-evident where applicable. No materials are left unattended in an unsecured vehicle.
Device Security	Mobile devices used in connection with operations are PIN-protected. No PHI is stored locally beyond what is necessary for the active job.
Access Control	Only authorized OnTask personnel handle client materials. No third-party subcontractors are used without prior written client approval.
Breach Notification	Any Breach of Unsecured PHI is reported to the Covered Entity within thirty (30) calendar days of discovery. Security Incidents (unauthorized access, disclosure, or loss of PHI) are reported within twenty-four (24) hours.
Retention / Return	PHI-containing materials are returned to the Covered Entity upon job completion or destroyed per client instruction at contract termination.

BAA Availability

OnTask Logistics LLC enters into a signed Business Associate Agreement (BAA) with each Covered Entity client prior to transporting any PHI-bearing materials. Our standard BAA is structured around the requirements of 45 C.F.R. Parts 160 and 164 and is available for review before service commencement.

We treat BAA execution as a standard part of onboarding — not a special accommodation.

Our Commitment

"Verified. Documented. Delivered." Every pickup has a record. Every delivery has a confirmation. Every client engagement begins with a signed agreement. That's not a compliance checkbox — it's how we operate.

Contact

To request a BAA, ask questions about our data handling practices, or begin the onboarding process:

ontasklogistics.com | Philadelphia, PA