

## HEALTH INFORMATION EXCHANGE POLICIES

Policy: Participants &amp; Authorized Users

Number: 6

Applicability: Viewer, Provider, Receiver, Exchanger

Effective: 9/23/2013

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## Policy:

Jersey Health Connect maintains registration requirements for Health Care Provider entities and users to participate in Jersey Health Connect.

## Procedure:

## 1) PARTICIPANTS

a) Participant Types. The following are examples of types of Participants that may apply for registration and participation in Jersey Health Connect:

- i) Hospitals and Hospital Systems
- ii) Physician Groups
- iii) Ambulatory Surgical Facilities
- iv) Ambulatory Care Facilities
- v) Clinical Laboratories
- vi) Skilled Nursing Facilities
- vii) Affiliated HIEs

viii) Others: including, but not limited to, other types of Covered Entities and potential participants as may be determined by Jersey Health Connect Board.

b) Participant Requirements.

i) Execution of Participant/Joinder Agreement. Each entity or individual seeking to become a Participant in Jersey Health Connect must execute an HIE Participation Agreement materially identical to the Jersey Health Connect Participation Agreement prior to accessing the JHC network. At all times, a Participant must comply with the terms and conditions of such Participation Agreement. Execution of a Joinder Agreement making such entity or individual party to the Founding Hospital Member Participation Agreement shall satisfy this requirement.

ii) Registration Required.

(1) Each Health Care Provider shall provide the name and contact information for a Primary Contact Person who shall be the primary responsible party for registering and communicated with the Jersey Health Connect

Administrator on issue or matters arising out of participation in Jersey Health Connect.

- (2) Each Health Care Provider type shall register with Jersey Health Connect by completing a Registration Application. Jersey Health Connect shall review and either approve or reject an applicant's request for Registration within a reasonable period of time.
  - (3) A Participant must register as one or more HIE User Types. HIE User Types approved for registration with Jersey Health Connect are:
    - (a) Data Exchanger
    - (b) Data Receiver
    - (c) Data Supplier
    - (d) Data Viewer
  - (4) Participants may Modify their HIE User Type registration by contacting Jersey Health Connect and submitting a written request for modifying (expanding or curtailing) their HIE User Type registration. Such requests are subject to approval by Jersey Health Connect and may be granted or denied as Jersey Health Connect deems necessary and appropriate.
- c) Execution of Business Associate Agreement. Each entity or individual that is approved as a Participant in Jersey Health Connect must also execute a HIPAA BA Agreement with Jersey Health Connect.
- d) Voluntary Termination.
- i) Participants may terminate their participation in the JHC only as set forth in their executed Jersey Health Connect Participation Agreement.
  - ii) Upon termination of a Participation Agreement, access to Jersey Health Connect Data by the Participant shall immediately be terminated, or if such immediate termination is not reasonably practicable, no later than one (1) business day after notice of the voluntary termination.
  - iii) In the event Participant has entered into separate order forms with JHC's HIE Vendor (e.g., RelayHealth) for additional interfaces, modules or services, Participant shall notify the HIE Vendor separately in writing of termination in accordance with and as permitted by the terms of such separate order form(s).
- 2) Authorized Users
- a) Once an applicant has been approved by Jersey Health Connect as a Participant of Jersey Health Connect, its Authorized Users must also be registered before they can be provided with Access to Jersey Health Connect.
  - b) Health Care Providers.

- i) List of Identified Authorized Users – Participants shall provide JHC with a list of all of potential users looking to become Authorized Users of the JHC Network. Such list shall be updated by each Participant periodically whenever an Authorized User is added or removed by Participant by reason of termination of employment, reassignment or otherwise.
  - ii) Immediate Notification - Participants shall immediately notify JHC in the event an Authorized User’s professional licensure and/or clinical privileges status changes (i.e., license suspension, termination, revocation of clinical privileges) and in any event no later than the close of the day upon which such change takes effect.
  - iii) Qualified Individuals – The following qualify to be designated as Authorized Users:
    - (1) Physicians, employed or affiliated with Participant; and
    - (2) Clinical Staff, including nurses, advanced nurse practitioners, physician assistants, laboratory clinical staff, internal pharmacists, and other non-physician professionals, employed or affiliated with Participant
      - (a) Any other type of individual seeking to become an Authorized User must be approved by the Jersey Health Connect Board, or its delegated Committee, on a case-by-case basis.
  - iv) Verification of Identity, Credentials – Participants are responsible for verifying the identity, credentials and authority of each individual it lists as a potential Authorized User to ensure that the individual has the proper legal authority, role and credentials to access Jersey Health Connect.
  - v) Execution of Authorized User Agreement – Each individual designated by a Participant as an Authorized User must sign (electronically “accept”) the Terms of Use of the JHC Network and RelayHealth through the JHC Authorized User/End User Agreement provided by JHC’s HIE Vendor online. Participant and its Authorized User shall also be responsible for complying with the Terms of Use relating to an Authorized User license, as may be separately required by the HIE Vendor.
  - vi) Mandatory Training – Each Authorized User must undergo training on the Jersey Health Connect HIE Policies prior to accessing and using Jersey Health Connect.
  - vii) Participant Responsibility - Participants shall remain responsible at all times for the conduct of its Authorized Users and compliance with applicable laws, rules, regulations and the JHC Participation Agreement and JHC Policies.
- 3) Authentication and Access.

- i) There shall be reasonable procedures to register, authenticate and assign access rights to entities and individuals seeking to register and become Participants or Authorized Users of Jersey Health Connect.
  - ii) JHC and/or its designees shall issue user names and passwords and/or other security measures as deemed necessary by JHC or the HIE Vendor that shall permit each Authorized User to access the JHC Network. Participants shall be responsible for immediately notifying JHC of any changes to its list of Authorized Users so that such usernames/passwords may be modified, cancelled, or de-activated, as the case may be. Participants shall restrict access to the JHC Network to only those Authorized Users approved to access the JHC and issued usernames/passwords.
- 4) Connecting to Other Health Information Exchanges
- a) Execution of DURSA-type Participation Agreement. Any Health Information Organization seeking to connect to Jersey Health Connect must execute a DURSA-type agreement with JHC.
  - b) Registration Required.
    - i) Jersey Health Connect shall review and either approve or reject an HIO applicant's request for Registration within a reasonable period of time.
    - ii) A Participant HIO must register as a HIE User Type. HIO User Types include:
      - (1) Data Exchanger
      - (2) Data Receiver
      - (3) Data Supplier
    - iii) Participant HIOs may modify their Data User-Type registration by contacting Jersey Health Connect and submitting a written request for modifying (expanding or curtailing) their User Type registration. Such requests are subject to approval by Jersey Health Connect and may be granted or denied as Jersey Health Connect deems necessary and appropriate.

Revision History:

3/12/2012 New Policy

9/13/2013 Revised Effective 9/23/2013