

BARNABAS HEALTH
POLICY # HIE-3
INFORMATION TECHNOLOGY AND SERVICES
POLICY

TITLE: HIE Participants

EFFECTIVE DATE: 6/18/2015

APPROVED BY: 

System: System Chief Information Officer/
Barnabas Health

Date: 8/6/2015

ATTACHMENTS:

None

PURPOSE:

To set forth how eligible applicants may become Participants of the BHIE.

POLICIES:

1. Type of Applicants

- a. The following are examples of types of entities and individuals (an “Applicant”) that may be eligible for consideration to participate in the BHIE:
 - i. Physicians and Physician Practices
 - ii. Hospitals
 - iii. Clinical Laboratories
 - iv. Licensed Health Care Facilities (e.g., Ambulatory Surgical Facilities; Ambulatory Care Facilities, Long Term Acute Care Hospitals; etc.);
 - v. Other Licensed Health Care Providers (e.g., Home Health Agencies; Hospice Providers);
 - vi. Long Term Care Providers (e.g., SNFs; ALFs etc.);

- vii. Affiliated HIEs
- viii. Governmental Agencies (as Data Receivers only)
- ix. Other applicants reviewed and approved by the BHIE Steering Committee.

2. Registration of Participant

- a. After completion of any pilot programs, each BHIE Applicant must execute a BHIE Participation Agreement, or a similar type of agreement approved by the BHIE Steering Committee.
- b. Each Applicant must register with the BHIE.
- c. An Applicant must register as one or more Participant User Types. Participant User Types approved for registration with the BHIE are:
 - i. Data Supplier
 - ii. Data Receiver
 - iii. Data Sharer
- d. An Applicant will be reviewed and either approved or rejected for participation by the BHIE within a reasonable period of time. The BHIE will inform the Applicant of the determination. Criteria that may be considered in reviewing an Applicant include whether the Applicant:
 - i. Meets minimum Technical Specification required for connectivity to the BHIE;
 - ii. Completes required training regarding use of the BHIE, including these BHIE Policies;
 - iii. Satisfactorily completes all technological “testing” of Data transmission;
 - iv. Adheres to privacy and security policies that are in line with the BHIE standards for use and disclosures of Data;
 - v. Qualifies for the particular phase of “Roll-Out” of the BHIE. The phases of rolling-out the BHIE to the community may include a plan for rolling out the BHIE to selected categories of Participants in several stages; and
 - vi. Any other criteria that may be, from time to time, established by the BHIE Steering Committee and permitted under applicable law as selection criteria for Participants.

3. Modification and Termination of Registration.

- a. Participants may modify their registration as a particular Participant User Type by contacting Barnabas's IT Department and submitting a written request for modifying (expanding or curtailing) their registration.
 - b. Participants may voluntary terminate their registration by contacting Barnabas's IT Department and submitting a written request to terminate participation in the BHIE. However, a Participant's termination of participation in the BHIE shall not relive such Participant of its responsibilities and obligations under the BHIE Participation Agreement, or similar type of contract, until such contract has been terminated in accordance with the termination provisions set forth in such agreement.
4. Authorized Users.
- a. Once a Participant has been approved as a Participant, such Participant's Authorized Users will not have access to the BHIE until each end user designated by the Participant also registers with the BHIE in accordance with these BHIE Policies.
 - b. An Authorized User's registration with the BHIE will automatically terminate when the Participant's registration with or participation in the BHIE terminates.

QUALIFICATIONS: NA

EQUIPMENT: NA

PROCEDURE: NA

DOCUMENTATION: NA

INFECTION CONTROL: NA

SAFETY: NA

SECURITY OVERSIGHT GROUP (SOG) Approve for Release:

REFERENCES:

ORIGINAL DATE: 6/18/2015

REVIEWED DATE(S):

REVISED DATE(S):