

BARNABAS HEALTH
POLICY # HIE-4
INFORMATION TECHNOLOGY AND SERVICES
POLICY

TITLE: Authorized Users

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 employees and other agents of Participant may become Authorized Users of the BHIE.

POLICIES:

1. Eligible Individuals

- a. As of the date hereof, the following categories of individuals are eligible to be designated by Participant and potentially approved as an Authorized User:
 - i. Physicians;
 - ii. **Licensed Clinical Staff** (e.g., RNs, NPs, APNs, PAs etc);
 - iii. **Any other category** of individuals that are from time-to-time determined to have a need for access and are approved by the BHIE Steering Committee as permissible “types” of users that may be allowed access to the BHIE in accordance with applicable law and these policies.
- b. Any other “type” or “category” of individuals than those set forth above must be first **approved** by the BHIE Steering Committee, or its designated committee. Any such approval shall be documented and maintained by the BHIE.

- c. Each Participant shall allow access to the BHIE only by those eligible employees, agents and contractors who have a legitimate and appropriate need to use Data in the BHIE in order to perform a service or function for or on behalf of such Participant.

2. Authorized User Agreements

- a. Each individual designated by a Participant for approval and registration as an Authorized User shall sign an Authorized User Agreement.
- b. Such Authorized User Agreement must be in substantially the same form and substance as Form B.

3. Mandatory Training.

- a. Each Authorized User must undergo training on compliance with these BHIE Policies and Applicable Law, and demonstrate a requisite understanding of the topics covered in such training.
- b. Training may be provided by the BHIE or the Participant, but in either event must cover the requisite topics addressed in the BHIE policies, and particularly regarding Permitted Uses and Prohibited Uses of Data and the BHIE.
- c. Documented “proof” of “passing” a subject-matter test must be achieved and maintained.

4. Authentication and Access. During the registration process, an Authorized User shall have role-based access and authentication criteria assigned to allow him or her appropriate and secure access to the BHIE on behalf of Participant. (See Policy 7- Access and Policy 8 – Authentication).

5. Authorized Users of Affiliated HIEs

- a. Non-BHIE User Agreements:
 - i. An Affiliated HIE’s form of Authorized User Agreement shall include all of the substantive requirements that are set forth in the BHIE Authorized User Agreement.
 - ii. Non-BHIE Authorized User Agreements are subject to review by the Barnabas Council to ensure that the minimum requirements are included to bind the Affiliated HIE’s end users to the BHIE’s standards.
- b. Affiliated HIE’s end users shall undergo **additional training** regarding the standards applicable to the BHIE, if determined in the sole discretion of either the BHIE Steering Committee or Barnabas IT Department to be necessary.
- c. Access and Authentication:

- d. An Affiliated HIE's Role-Based Access and Authentication procedures must ensure that Authorized Users of such Affiliated HIE are accessing the BHIE in a secure manner that does not fall short of the BHIE's Policies for granting Access and ensuring Authentication.

- e. An Affiliated HIE's access and authentication policies are **subject to review** by the BHIE Steering Committee to ensure that the BHIE's minimum requirements for secure access are met.

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):