

Policy & Procedure	<i>ID No.</i>	4778
<i>Subject:</i>	HIE Participants	<i>Category:</i> Management of Information
<i>Facility Scope:</i>	AtlantiCare Health System	<i>Department:</i> Health Information Exchange (HIE)

POLICY:

To set forth how eligible Health Care Providers and other applicants may become Authorized Users of the AtlantiCare HIE.

PROCEDURE:

1.1. Type of Applicants

1.1.1 The following are examples of types of entities and individuals (an "Applicant") that may be eligible for consideration to participate in the AtlantiCare HIE:

- **Physicians and Physician Practices**
- **Hospitals**
- **Clinical Laboratories**
- **Licensed Health Care Facilities** (e.g., Ambulatory Surgical Facilities; Ambulatory Care Facilities, Long Term Acute Care Hospitals; etc.);
- **Other Licensed Health Care Providers** (e.g., Home Health Agencies; Hospice Providers);
- **Long Term Care Providers** (e.g., SNFs; ALFs etc.);
- **Affiliated HIEs**
- **Governmental Agencies** (as Data Receivers only)
- **Other** applicants reviewed and approved by the AtlantiCare IT Enterprise Steering Committee.

1.2 Registration of Applicant

1.2.1 Each AtlantiCare HIE Applicant must execute an AtlantiCare HIE User Agreement, or a similar type of agreement approved by the AtlantiCare IT Enterprise Steering Committee.

1.2.2 Each Applicant must register with the AtlantiCare HIE.

1.2.2.1 Applicants will be contacted by the AtlantiCare HIE within a reasonable period of time after execution of the User Agreement;

1.2.2.2 Each Applicant shall provide a name and contact information for a designated point person who will be the primary responsible party for registering and communicating with the AtlantiCare HIE Administrator on regarding all matters relating to participation in the AtlantiCare HIE.

1.2.3 An Applicant must register as one or more Authorized User Types. Authorized User Types approved for registration with the AtlantiCare HIE are:

- Data Supplier
- Data Receiver

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Data Sharer

1.2.4 An Applicant will be reviewed and either approved or rejected for participation by the AtlantiCare HIE within a reasonable period of time. Criteria that may be considered in reviewing an Applicant include whether the Applicant:

1.2.4.1 Meets minimum Technical Specification required for connectivity to the AtlantiCare HIE;

1.2.4.2 Completes required training regarding use of the AtlantiCare HIE, including a review of the AtlantiCare HIE policies and KeyHIE policies;

1.2.4.3 Satisfactorily completes all technological "testing" of Data transmission;

1.2.4.4 Adheres to privacy and security policies that are in line with the AtlantiCare HIE standards for use and disclosures of Data;

1.2.4.5 Qualifies for the particular Phase of "Roll-Out" of the AtlantiCare HIE. The phases of rolling-out the AtlantiCare HIE to the community shall be set forth in a "plan" for rolling out the AtlantiCare HIE to selected categories of Authorized Users in several stages; and

1.2.4.6 Any other criteria that may be, from time to time, established by the AtlantiCare IT Enterprise Steering Committee and permitted under applicable law as selection criteria for Authorized Users .

1.3 Modification and Termination of Registration.

1.3.1 Authorized Users may modify their registration as a particular Authorized User Type by contacting AtlantiCare's IT Department and submitting a written request for modifying (expanding or curtailing) their registration.

1.3.2 Authorized Users may voluntary terminate their registration by contacting AtlantiCare's IT Department and submitting a written request to terminate participation in the AtlantiCare HIE. However, an Authorized User's termination of participation in the AtlantiCare HIE shall not relieve such User of his/her responsibilities and obligations under the AtlantiCare HIE User Agreement, or similar type of contract, until such contract has been terminated in accordance with the termination provisions set forth in such agreement.

1.4 Authorized Users.

1.4.1 Once an Applicant has been approved as an Authorized User, such Applicant's Authorized Users will not have access to the AtlantiCare HIE until each end user designated by the Applicant also registers with the

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AtlantiCare HIE in accordance with these AtlantiCare HIE Policies.

- 1.4.2 An Authorized User's registration with the AtlantiCare HIE will automatically terminate when his/her registration with or participation in the AtlantiCare HIE terminates.

1.5 Affiliated HIEs

- 1.5.1 Each Affiliated HIE seeking to become a Participant in the AtlantiCare HIE must execute a DURSA-Type Participation Agreement.
- 1.5.2 Each Affiliated HIE must register with the AtlantiCare HIE. AtlantiCare shall review and either approve or reject an HIE applicant's request for Registration within a reasonable period of time after the DURSA-type Participation Agreement is executed.
- 1.5.3 Affiliated HIEs may voluntary terminate their registration by contacting AtlantiCare's IT Department and submitting a written request to terminate affiliation with the AtlantiCare HIE. However, termination of affiliation with the AtlantiCare HIE shall not relieve such Affiliated HIE of its responsibilities and obligations under the agreement, or similar type of contract, until such contract has been terminated in accordance with the termination provisions set forth in such agreement.

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