



Cabinet for Health and Family Services Division of Kentucky Electronic Health Information

Policies – Information Technology

Category: 9.1 000.000

**Category Title: DIVISION OF KENTUCKY ELECTRONIC HEALTH INFORMATION
OBLIGATIONS: Protected Health Information**

000.000 Policy Title: User Authentication and Audit

Policy: KHIE must accept the credentials of users accessing KHIE through a third party electronic health record, electronic medical record and/or health information system. User credentials may only be accepted by KHIE after a user has gone through appropriate registration and identity proofing procedures.

1. The Division of Kentucky Electronic Health Information will follow the National Institute of Standards and Technology (NIST) Level 2 registration.
2. The Division of Kentucky Electronic Health Information will encrypt user authentication data stored in KHIE. KHIE will use industry best practices in determining the level of encryption for user authentication data.
3. The Division of Kentucky Electronic Health Information will periodically audit user authentication logs as part of the routine audit process. Included in the audit, KHIE will develop protocols that identify outliers for the audit of the authentication and assessment logs. Any unusual findings from the audit must be investigated and resolved in a timely manner.
4. The Division of Kentucky Electronic Health Information will maintain an audit trail of user authentication logs for a length of time consistent with state and federal requirements.

Scope: This policy applies to all the Division of Kentucky Electronic Health Information and KHIE employees and contractors, including all persons providing contractor services.

Policy/Procedure Maintenance Responsibility: The Division of Kentucky Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy

Review Cycle: Annual

Timeline:

Revision Date:

Review Date: 01-15-2015

Effective Date: 06-15-2011