

GOVERNOR'S OFFICE OF ELECTRONIC HEALTH INFORMATION

**Cabinet for Health and Family Services
Governor's Office of Electronic Health Information
Information Technology Policies**

Category: 4 000.000

Category Title: PARTICIPANT OBLIGATIONS

000.000 Policy Title: Data Exchange and Data Submission

Policy: Data Exchange and Data Submission: By engaging in Data exchange, Participant agrees that:

- 1.) The Data provided by Participant can be related to and identified with source records maintained by Participant.
- 2.) Participant, at its own expense, will maintain Data backup and retention to maintain records of Data submitted to KHIE.
- 3.) Participant, at its own expense, will provide and maintain the equipment, software, services and testing necessary to use KHIE, except for the software provided by GOEHI.
- 4.) If Participant deems it necessary, Participant will maintain, at its own expense, records of Data accessed by the Participant through KHIE and used by the Participant for Treatment. Participant will determine in what manner, if any, the records accessed by Participant are incorporated into the medical record of the patient.

Scope: This policy applies to all Participants and their Authorized Users, including all persons providing contractor services.

Policy/Procedure Maintenance Responsibility: The Governor's Office of Electronic Health Information is responsible for the maintenance of this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:

Revision Date:

Review Date:

Effective Date: