



Cabinet for Health and Family Services

Division of Health Information

Policies – Information Technology

Category: 10 000.000

Category Title: DIVISION OF HEALTH INFORMATION OBLIGATIONS

Policy Title: Maintenance and Transfer of KHIE Files

Policy: Maintenance and Transfer of KHIE Files: The KHIE Project Manager will be solely responsible for the maintenance and transfer of any and all KHIE files between KHIE, any contractor, or any Participant:

1. The files will be transferred using FIPS 140-2 validated cryptography.
2. The only means to arrange such a transfer shall be with the prior approval of the Project Manager of KHIE.

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

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

Applicability: All Division of Health Information and KHIE employees, contractors, and vendors shall adhere to this policy.

Exceptions: There are no exceptions to this policy.

Review Cycle: Bi-Annual

Timeline:

Revision Date:

Review Date: 12-19-2019

Review Date: 08-01-2018

Effective Date: 06-15-2011