Cabinet for Health and Family Services
Division of Health Information

Policies Information Technology

Category: 16.1 000.000
Category Title: DIVISION OF HEALTH INFORMATION OBLIGATIONS

Policy Title: KHIE Employee and Contractor Access to KHIE Test and Production Environments

Policy: KHIE Employee and Contractor Access to KHIE Test and Production Environments: Access to the KHIE test and production environments is limited to Division of Health Information and KHIE employees and contractors who are authorized to access these environments. Any Division of Health Information or KHIE employee or contractor with access to the test or production environments must be granted access to these environments by designated KHIE staff.

Designated KHIE staff will monitor staff's access and maintain an up-to-date list.

Individuals with access shall be prohibited from (1) sharing their user names and/or passwords with others and from (2) using the user names and/or passwords of others. The use of another's credentials to access KHIE in any capacity is prohibited. All users are responsible for all activities related to their unique credentials.

The Division of Health Information shall immediately suspend, limit, or revoke access authority to KHIE when there is a change in job responsibilities or employment status of an individual with granted access. Revocation shall occur prior to, contemporaneously with, or immediately following such a change so as to prohibit continued administrative authority for individuals who no longer need access.

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.

Exceptions: There are no exceptions to this policy.
Review Cycle: Bi-Annual
Timeline:
Review Date: 12-19-2019
Revision Date: 10-07-2019
Review Date: 08-01-2018
Effective Date: 06-15-2011

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