



## Cabinet for Health and Family Services Division of Health Information

### *Policies – Information Technology*

**Category: 6 000.100**

**Category Title: PARTICIPANT OBLIGATIONS**

**Policy Title: Direct Secure Email and Trusted Registered Agent**

**Policy: Direct Secure Email and Trusted Registered Agent:** This policy is only applicable to those Participants that receive Direct Secure Email services.

Each Participant receiving Direct Secure Email services shall designate a Trusted Registered Agent to provide identity-proofing services for the Division of Health Information.

Any Participant that meets the definition of a hospital, as defined by 902 KAR 20:016, shall designate the hospital's Privacy Officer as the Trusted Registered Agent.

The identity proofing services shall require, at a minimum that the identity of all Direct Secure Email users is verified using forms of government identification as authorized by the Division of Health Information. This policy shall be revised to comply with the identity proofing of NIST Level of Assurance 3 requirements (as specified in NIST SP 800-63-3, dated June 2017, updated December 2017).

Any change to the Trusted Registered Agent shall be reported to KHIE.

**Scope:** This policy applies to all Participants and their Authorized Users.

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

**Applicability:** All Participants and their Authorized Users 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: 12-19-2019

Effective Date: 09-17-2014



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8 Mill Creek Park  
Frankfort, Kentucky 40601  
(502) 564-7992