

Procedure #2

CurrentCare User Authentication Procedure

Purpose

The purpose of this procedure is to establish the standards by which the physical identity and credentials of users affiliated with registered health care provider organizations and health plans (“users”) will be verified.

Scope

This procedure applies to all departments and positions at all levels, including full-time, part-time, and temporary positions. This procedure also applies to all CurrentCare users.

Statement

As an essential step in protecting the confidentiality and accurate auditability of health information in CurrentCare, the physical identity of all individual users of the system must be verified as a function of user registration. Further, the currency and accuracy of user identity must be maintained to enable permissions to be correctly set and maintained in the system and to monitor access to CurrentCare at an individual level during all subsequent online sessions.

Delegated User Administrators in registered health care provider organizations and health plans are responsible for assuring: (a) the validity and accuracy of information provided to CurrentCare to establish the identity of users to be designated as affiliates of their respective organizations; (b) the currency and validity of professional credentials, especially as they relate to the appropriate assignment of the Licensed Independent Practitioner (LIP) role and Licensed Non-Independent Practitioner (LNIP) roles and; (c) the appropriate assignment of all other roles to affiliated personnel that they designate to be CurrentCare users. An LIP is a medical professional responsible for patient care decision-making including primary care providers, specialists, consultants, mid-level practitioners (midwives, nurse practitioners, physician’s assistants, etc.), and others as appropriate. An LNIP is clinical support staff at the healthcare provider’s facility (e.g. a registered nurse) or any individual able to view PHI according to the practice’s policies and procedures.

Designated users will be assigned permission to use CurrentCare at the recommendation of the registered health care provider organization or health plan, and at the discretion of the RIQI Operations staff.

Consistent with the terms of the Data Use Agreement executed by the health care provider organization or health plan, Delegated User Administrators or their designee in



registered health care organizations and health provider plans are responsible for notifying the RIQI Operations Program Support staff, the RIQI Privacy Officer, and the RIQI Security Officer promptly upon the discovery of any improper activity related to the identity of any affiliated user that could subject the health care provider organization or health plan, its patients/members or other RIQI stakeholders to risk or harm. This requirements is in addition to all notice requirements in relating to the unauthorized access, use and disclosure of protected health information or a Security Incident set forth in the Data Use Agreement. Further, where applicable, CurrentCare will accept notification by the State Board of Medical Licensure and Discipline in matters relating to health care provider misconduct as it relates to health care providers assigned the LIP or LNIP role and related online permissions.

Registered user sites shall provide RIQI with a quarterly reconciliation of its designated user lists.

Compliance

Any violation of this procedure will subject the employee to disciplinary action, up to and including discharge. Any RIQI employee having knowledge of any violation of the procedure shall promptly report such violation to Human Resources.

Version	Effective Date	Statement of Change
01	January 22, 2009	Original document
02	April 10, 2012	-----
03	November 29, 2012	Format change; Added revision control
04	March 20, 2014	Removed Responsibilities and Procedure section; Added LNIP, Privacy and Security Officer references; Changed RIQI Account Administrator to Operations Program Support Staff
05	May 2017	Revised to include reference to health plans pursuant to HIE Act amendments
06	See signature date below	Per Audit & Compliance/Policy & Legal Committee review: Added definitions of LIP and LNIP to Policy Statement section; Minor language changes to Policy Statement sections

Ver 6. _____
Manager/Director Date