
Procedure #1 CurrentCare End-User Registration Policy

Purpose

It is important that all CurrentCare users be known by their physical identity to the organization and with which they are affiliated and known by an online identity to the CurrentCare system. The purpose of this procedure is to establish the requirements to register provider organizations and their affiliated personnel as users of CurrentCare.

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

All users of the CurrentCare system will gain access to the system as a result of their affiliation with an end-user organization that has met specific qualifications and are registered in the system. Organizations that qualify to become registered CurrentCare user sites will be required to meet specific technical, legal and management requirements. As an essential step in assuring the confidentiality and accurate auditability of health information in CurrentCare, the user site registration process establishes relationships between registered organizations and their affiliated users and describes how these relationships will be maintained in the system.

To register in CurrentCare, each prospective user site must agree to and abide by the terms of a standard Data Use Agreement that addresses specific technical, confidentiality, data use and management requirements. User sites must also complete a Participation Readiness Attestation Form outlining the prerequisites for a smooth CurrentCare implementation.

Registered user sites must designate a Delegated User Administrator to serve in the following capacity: (a) verify the physical identity of users affiliated with the organization (as per the User Authentication Policy); (b) routinely update user information required to maintain current identifying information; and (c) notify the RIQI Operations Program Support of any significant user and/or technical issues.

The RIQI Operations Program Support staff will be responsible for creating and deactivating new users.

Registered user sites must agree to support user training and education necessary for responsible and correct use of the system and observation of essential policies and procedures.

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 by an employee of the procedure shall promptly report such violation to Human Resources. Any RIQI employee having knowledge of any violation by an end-user shall promptly notify the security officer.

| Version | Effective Date | Statement of Change |
|---------|-------------------|---|
| 01 | January 22, 2009 | Original document |
| 02 | November 29, 2012 | Format change; Added revision control |
| 03 | March 20, 2014 | Removed procedure; Minor modifications to policy language; Removed "Responsibility" section |
| 04 | July 29, 2014 | Per Audit & Compliance/Policy & Legal Committee: Minor grammatical changes to Policy Statement section; Language added to the Compliance section regarding notification of the Security Officer |
| 05 | May 2017 | Revised to include reference to health plans pursuant to HIE Act amendments |

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| Ver 5. _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Manager/Director Date </div> |
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