



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

### *Policies – Information Technology*

**Category: 11 000.000**

**Category Title: DIVISION OF HEALTH INFORMATION OBLIGATIONS**

**Policy Title: Offsite Access to KHIE Files**

**Policy: Offsite Access to KHIE Files:**

1. Access to KHIE by the Division of Health Information and KHIE employees and contractors will be limited to access with CHFS owned computers only.
2. Any employee or contractor requiring access to the KHIE, other than at their designated CHFS worksite, will be required to be granted such access by the Division of Health Information Deputy Executive Director.

**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: 05-26-2022

Review Date: 12-19-2019

Review Date: 08-01-2018

Effective Date: 06-15-2011