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Document Scope: (applies to Policy & Procedure only)

- The requirements herein apply only to the GCBH Central Office and its functions.
 - X - The requirements herein apply, verbatim, to GCBH and its network providers².
 - The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.
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PURPOSE: Establishes processes for authorizing provider access to the Mental Health Division Intranet Regional Support Network Client Information System by which providers are able to locate case manager information for a consumer, as required by WAC 388-865-0275(2), and for assuring the security of this resource.

DEFINITIONS

- I. Mental Health Division (MHD) Intranet – means a privately maintained computer network that can only be accessed by users authorized by Greater Columbia Behavioral Health (GCBH) IS staff and the MHD.

POLICY

- A. GCBH offers Network Providers access to the Regional Support Network Client Information System (RSN-CIS) Menu on the MHD Intranet for use of locating case managers.

PROCEDURE

1. GCBH Responsibilities:

- 1.1. Reviews incoming MHD Request for Access forms and Oaths of Confidentiality from Provider staff:
 - 1.1.1. If approved, submits approved application form and Oath to the MHD staff for processing; and
 - 1.1.2. If rejected, communicates to Provider staff in writing that their application was not accepted with the reason it was not approved. This communication is also copied to the service provider Director, and the GCBH Director.
- 1.2. Ensures that Provider staff who receive access to the MHD Intranet only have access to the RSN-CIS Menu portion of the MHD-GCBH Intranet area.
- 1.3. When notified by a Provider that a staff with access to the MHD Intranet is terminating, communicates termination information as soon as possible to appropriate MHD staff.

2. Network Providers Responsibilities:

- 2.1. Ensures that they have a designated static IP address assigned to them from their Internet Service Provider.
- 2.2. When applying for access to MHD Intranet, completes and signs the MHD Request for Access form and the Oath of Confidentiality and submits these to the GCBH IS staff for processing.
- 2.3. Notifies GCBH IS staff as soon as possible when terminating a staff with MHD Intranet access.
- 2.4. Ensures compliance with the Oath of Confidentiality as signed by the provider staff, including restricting access to consumer information for purpose of Treatment, Payment, or Operations as outlined in HIPAA, and federal and state statutes.

APPROVAL

/S/ William Wilson

William Wilson, DrPH,
Director

10/12/07