



# Training Session - Policies

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PRIVACY OFFICER



# About Us

The Koble Group is solely focused on healthcare IT. We offer professional services in Health Information Exchange Management, Integration Engineering, Managed Services and Compliance. We were certified as a MN HIO in November of 2015.

# Mission

Advance the adoption, use of technology and exchange of health information to improve healthcare quality, patient safety and overall efficiency of healthcare and public health services of Minnesota.



To promote high quality and transform the health care experience of all Minnesotans.

# Vision

# Purpose of Today's Training

This training will include an overview of key points in the Koble-MN policies, as well as impacts to the participating organizations.



# Participant Agreement Regarding Policies

Participation Agreement states in part...

“Koble-MN and each Participant agrees to comply with Koble-MN Policies and Procedures attached as Exhibit A applicable to the Participant, and, subject to the provisions of Section 3.2 of this Agreement, with any amendments to Koble-MN Policies and Procedures.”

Participants will be notified of any proposed changes to Koble-MN Policies and Procedures with opportunity to comment

Participants will be notified of any changes to Koble-MN Policies and Procedures at least thirty (30) days prior to the implementation of the change; if the change is required to maintain compliance with applicable laws or regulations, Koble-MN may implement the change within a shorter period of time



# Where Do I Find the Policies?

The most current Koble-MN Policies are located on the Koble-MN website at <http://koblemn.org/Policy.html>

- Definitions
- Security Safeguards
- Security Incident Management
- Information System Audits
- Enforcement
- Encryption
- Breach Management & Notifications
- Disclosure of Health Information
- Notice of Privacy Practices
- Amendment of Data
- Complaint Process
- Access Control Policy
- Malicious Malware & Virus



Definitions	Break the Glass HIPAA Medical Emergency
Security Safeguards	Administrative, technical and physical safeguards
Security Incident Management	Reporting of Incidents
Information System Audits	Audits

# The Koble-MN Policy Highlights

Enforcement	Authorized User Suspension/Termination Participant Suspension/Termination
Breach Management & Notifications	Breach Notification
Use and Disclosure of Health Information	TPO Use Special Protection Minimum Necessary
Amendment of Data	HIO process

# The Koble-MN Policy Highlights



Privacy and  
Data  
Practices

Opt-Out  
Consent/Authorization  
Notice of Privacy Practices

Complaint  
Process

Filing a Complaint

Access  
Control  
Policy

User Authentication/Termination

The Koble-  
MN Policy  
Highlights

Please place an "X" by one of the following options:

<input type="checkbox"/>	I do not want to participate in the Koble-MN HIE Record Locator Service, even in the case of an emergency.
<input type="checkbox"/>	I want to fully participate in the Koble-MN HIE and am revoking my prior opt out choice.

**Patient Information**

Printed Name (Full Name, including Middle Name)		Date of Birth	
Mailing Address	City	State	ZIP Code
E-Mail Address		Telephone Number	

**Patient's Legal Representative (if applicable)**

Name of Legal Representative
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Signature of Patient or Patient's Legal Representative	Date
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**User Authorized to Enter Patient Consent in Clinical Portal Complete this Section *(provider use only)***

Authorized User's Name	Title	Date Entered
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Send all forms via Direct to [info@koblemn.com](mailto:info@koblemn.com)

Date Sent to Koble-MN
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# Questions



# Contact

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