

Nationwide Health Information Network NHIN Coordinating Committee

SUBJECT: NHIN CHANGE PROCESS – NHIN OPERATING POLICIES AND PROCEDURES		
Status: Approved by NHINCC	POLICY #: NHIN CC-5	
Date: 12/17/09	Version: 1.0	Page 1 of 4

I. Purpose

The NHIN Coordinating Committee has responsibility for developing, maintaining, repealing, amending and retaining NHIN Operating Policies and Procedures. The purpose of this policy is to set forth the procedure by which the NHIN Coordinating Committee will fulfill these responsibilities.

II. Policy

The NHIN Coordinating Committee shall establish and maintain reasonable NHIN Operating Policies and Procedures. Operating Policies and Procedures are those documents that describe the management, operation, and participation in the NHIN. As may become necessary for the proper functioning of the NHIN, the NHIN Coordinating Committee may establish a new NHIN Operating Policy and Procedure, or it may amend, repeal, and/or replace any existing, NHIN Operating Policy and Procedure. Any such action by the Coordinating Committee shall be done consistent with this policy.

III. Procedure:

A. Retention, Maintenance and Dissemination of NHIN Operating Policies and Procedures

All NHIN Operating Policies and Procedures shall be maintained in either an electronic or written form. The NHIN Coordinating Committee requests that ONC maintain the NHIN Operating Policy and Procedure in a location that is accessible to all Participants, Members of the NHIN Coordinating Committee, Members of the NHIN Technical Committee, and any other stakeholders that the NHIN Coordinating Committee determines require access.

All current NHIN Operating Policies and Procedures as well as originals of all amended, repealed and replaced NHIN Operating Policies and Procedures shall be maintained for the duration of their usefulness as determined by the NHIN Coordinating Committee.

B. Approval of New, Amended, Repealed, or Replaced Operating Policies and Procedures.

Any Participant may submit in writing to the NHIN Coordinating Committee a request for the development of a new NHIN Operating Policy and Procedure, or a request for the amendment or repeal of an existing NHIN Operating Policy and Procedure. Any Member of the NHIN Coordinating Committee may also bring forth any concern or question regarding NHIN Operating Policies and Procedures. All such requests shall identify (i) the Operating Policy and Procedure that is the subject of the requested change (if any), (ii) the type of Operating Policy and Procedure sought (if it is a development request), (iii) a thorough description of why the request is necessary, and (iv) an analysis of the expected impact of adopting the new NHIN Operating Policy and Procedure or modifying/repealing an existing NHIN Operating Policy and Procedure.

The NHIN Coordinating Committee will consider any requests that meet the submission criteria set forth above at its next regularly scheduled meeting following receipt of such request. If after considering the request, the NHIN Coordinating Committee determines that the request has merit, it will take appropriate action which could include drafting a revised, or new, NHIN Operating Policy and Procedure or repealing an existing Operating Policy and Procedure. If the NHIN Coordinating Committee determines that the request does not have merit, it will communicate this determination to the requestor.

Nationwide Health Information Network NHIN Coordinating Committee

SUBJECT: NHIN CHANGE PROCESS – NHIN OPERATING POLICIES AND PROCEDURES		
Status: Approved by NHINCC	POLICY #: NHIN CC-5	
Date: 12/17/09	Version: 1.0	Page 2 of 4

Before implementing a new NHIN Operating Policy and Procedure, or amending, repealing, or replacing an existing NHIN Operating Policy and Procedure, the NHIN Coordinating Committee will seek approval of the Participants. For all proposed changes, the NHIN Coordinating Committee shall provide the following information to all Participants:

- a copy of the new, amended, repealed or replaced NHIN Operating Policy and Procedure;
- a reasonably comprehensive statement as to the reasons for the implementation of the new NHIN Operating Policy and Procedure or amendment, repeal or replacement of an existing NHIN Operating Policy and Procedure and any foreseeable impact of the change;
- a timeline for implementation of the proposed changes;
- a request to approve or reject the proposed changes; and
- a time period for return of the requested information.

To the extent that all Participants are represented on the NHIN Coordinating Committee, the obligation to inform all Participants of the change may be satisfied through discussion of the change at a meeting on the NHIN Coordinating Committee.

At least two-thirds of the non-governmental Participants and at least two-thirds of the Governmental Participants must approve the change in order for it to become effective. If approved, the NHIN Coordinating Committee will provide all Participants with notice of such approval at least 30 days prior to the effective date of the change. Within 15 days of receiving notice of the change, a Participant may request that the NHIN Coordinating Committee delay implementation of the change based on unforeseen complications or other good cause. The NHIN Coordinating Committee will meet to evaluate such request and respond to the request within 7 days.

IV Definitions:

DURSA: Data Use and Reciprocal Support Agreement

All other capitalized terms, if not defined herein, shall have the same meaning as set forth in the DURSA.

VI References:

DURSA

VII Related Policies and Procedures:

Nationwide Health Information Network
NHIN Coordinating Committee

SUBJECT: NHIN CHANGE PROCESS – NHIN OPERATING POLICIES AND PROCEDURES		
Status: Approved by NHINCC	POLICY #: NHIN CC-5	
Date: 12/17/09	Version: 1.0	Page 3 of 4

VIII Version History:

	Date	Author	Comment
1	6/20/09	Randall E. Sermons	Original.
2	6/23/09	Randall E. Sermons	Per discussions with Mariann Yeager, Steve Gravely and Erin Whaley; Delete provisions regarding the appointment of authors of policies. Delete references to the Operating Procedures. Renumber provisions. Make information collection activities more informal.
3	11/20/09	Steve Gravely and Erin Whaley	Revisions for Policy Team call on 11/24/09
4	11/24/09	Mariann Yeager	Revised based upon Review Team input on the 11/24/ 09 call. Ready to submit to NHIN-CC for approval.
5	12/17/09	Aaron Seib	Updated status and version number to reflect Coordinating Committee approval. Updated formatting.