

## LOUISIANA HEALTH CARE QUALITY FORUM

<b>POLICY: LaHIE Training Policy</b>	<b>EFFECTIVE: 10-01-2011</b>
<b>DEPARTMENT: LaHIE/LHCQF</b>	<b>REVISED:</b>

### **PURPOSE**

To outline the process used by LaHIE and its Participants in the training of Participants and its Authorized Users.

### **PROCESS**

#### **1. General Purpose of Training:**

- a. The general purpose of the LaHIE training is to assure that in building and operating LaHIE, the focus is maintained on the welfare, safety and concerns of the patients.
- b. All users must be very aware of patient privacy and confidentiality concerns along with being thoroughly trained in the appropriate use of LaHIE.
- c. LaHIE only allows individuals who are trained as part of the LaHIE training program to qualify as Authorized Users to access clinical data through LaHIE or even for the limited purpose of entering status and/or demographic information into LaHIE.
- d. Participating organizations are responsible for training all of its Authorized Users on compliance with applicable HIPAA regulations, privacy laws and rules and the Participant's privacy and security policies.

#### **2. Training Program:**

- a. The Health IT Director or designee shall develop and maintain the training materials for usage of LaHIE.
- b. A train-the-trainer model is used with each Participant as part of the Onboarding Process. Each Participant shall determine those individuals designated as the "super users" or training program administrator for training purposes.
- c. Each Participant shall coordinate the training of designated individuals and for implementing the training.
- d. Each Participant will be responsible for assuring that all individuals that are designated as Authorized Users have the proper authorization and followed the Participant's protocol for Authorized Users access.

#### **3. Training of Authorized Users:**

- a. As noted above, each Participant will designate their "super users" who will be responsible for deploying training for all of its Authorized Users.
- b. LaHIE staff and support personnel will offer assistance for this training on an as needed basis.
- c. Each Participant shall maintain the documentation of who has been designated as an Authorized User and their training.

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**APPROVAL:**

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Executive Director

Louisiana Health Care Quality Forum