





Clinical Shared Data Account

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REPLACES:					
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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

I. Purpose

The purpose of the Kitsap County Shared Data Account within ESO is to provide access to clinical, Quality Management (QM), and medical statistics for continuous improvement of patient care in Kitsap County. The shared data account (AKA **parent account**), contains the data from **all** EMS agencies within Kitsap County using ESO.

II. Policy:

It is the policy of the Kitsap County EMS and Trauma Care Council that any retrieval of EMS data from the Shared Data Account be limited to only those individuals designated by the council. This will include the Medical Program Director (MPD), Physician Delegates, and the Kitsap County EMS Office Training Coordinator. The data within the parent account shall **only** be used for improvement of the EMS system within Kitsap County as directed by the MPD, or as directed by law.

III. Procedure:

A. HIPAA

1. HIPAA compliance will be adhered to at all times. All designated users of the Kitsap County Shared Data Account will be required to sign a confidentiality agreement that prohibits divulging or discussing information obtained during use of the account. No protected health information will be disclosed to parties outside of the Kitsap County EMS Office or CQI Committee unless approved by the MPD or Ems and Trauma Care Council, for the purpose of follow-up or resolution of system design change
2. All Users of the Kitsap County Shared Data Account shall sign a Pledge of Confidentiality prior to being given access to the account. This signed document shall be kept on file with the Kitsap County EMS office.



B. Requests for Data

1. Any request or dissemination of Shared Data Account information, outside of the Participating Agencies purview or not within the auspices of improvement of EMS system within Kitsap County, will be submitted to the Kitsap County EMS office in writing.
2. These requests will be evaluated and authorized only by the EMS & Trauma Care Council by consensus Vote.

C. Roles and Access

1. MPD and Appointed Physician Delegates:

The Kitsap County Medical Program Director shall have access to all patient care reports and the data contained within the Shared Data Account. This includes individual EHRs, analytics, Ad-Hoc data, and QM.

2. Participating's Agencies Medical Officer or Designee:

One Medical Officer or Designee from each of the seven (7) participating agencies will have access to data contained within the Shared Data Account. This includes individual analytic data.

3. Kitsap County EMS Office:

The Training Coordinator for Kitsap County EMS Office shall have access to all patient care reports and the data contained within the Shared Data Account. This includes individual EHRs, analytics, Ad-Hoc data, and QM.

4. Administrators:

1. The Chairman and Vice Chairman of the Kitsap County ESO Committee shall have access to assign roles and permissions within the Shared Data Account. Access into the account shall be limited to requests by users and the EMS Office to provide training and troubleshooting.
2. Administrators shall not access individual reports through the Shared Data Account unless directed by the EMS Office, MPD, Or Delegates for training or technical purposes.
 - a. At the point that the Kitsap County EMS Office is ready to assume the administrative roles and responsibilities of the parent account, the administrative role of the ESO Committee Chair and Vice Chair will be dissolved by the EMS & Trauma Care council by consensus vote.