



Kansas Health Policy Authority Operational Policy

Title: Information Technology Management

Number: POL-IT:2007-01

Effective date: February 1, 2007

Date Revised: None

Date Modified: None

Date of Annual Review: None

Authority: POL-EX:2006-01

CATEGORY

Information Technology

SUBJECT

Overall management of KHPA information technology utilization

BACKGROUND

Technology is the backbone of KHPA's ability to accomplish day to day work in providing services to our customers and other stakeholders. Effective use of technology facilitates communication and provides efficiencies in manipulation, presentation and storage of data. While enabling, this dependency on technology also puts the Authority at risk.

POLICY STATEMENT

Technology will be used to promote efficiency and effectiveness. Privacy and security are of mission critical importance to KHPA which must be reflected in technology acquisitions and in day to day practices employed by the Authority. These principles will be demonstrated by the following:

- Flexibility and business needs will be balanced against security risks.
- New procedures as well as procedures under review will consider applicability of technology to streamline processes, increase efficiency, and facilitate communications.
- All staff will be on the same version of a given software package. Exceptions will be considered to accommodate compatibility conflicts.
- A standard core configuration (core set of software packages) will be used on all work stations. Other packages may be added to the core set.
- A standard automatic privacy statement will be included in all email sent outside of the KHPA network.
- As part of the standard configuration, personal electronic calendars will be viewable across the Authority.

- KHPA will comply with all applicable State and Federal information technology mandates.
- KHPA will comply with the standards for security and privacy mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- Procedures will be consistent with generally understood industry best practices to the extent reasonable to meet Authority needs.

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Chief Financial Officer