



# Rancho Los Amigos National Rehabilitation Center

## INFORMATION MANAGEMENT SERVICES

### POLICY AND PROCEDURE

**SUBJECT:** ACCESS TO THE HOSPITAL INFORMATION  
SYSTEM (AFFINITY) DATA AT OTHER  
COUNTY HOSPITALS

**Policy No.:** 609

**Supersedes:**  
**Revision Date:** 8/1/05  
**Page:** 1 of 2

#### **I. BACKGROUND:**

In an effort to improve patient care for patients transferred from other County hospitals to Rancho Los Amigos National Rehabilitation Center (RLANRC), access to patient clinical data from the transferring hospital's Affinity system is required. At RLANRC's last JCAHO Survey, it was recommended that the admitting facility have all current information on patient's at time of admission. Access by RLANRC clinicians is necessary to view laboratory and radiology orders and results performed at the transferring hospital.

#### **II: PURPOSE:**

To provide County hospitals with a protocol for allowing and controlling authorized on-line user view-only access to Affinity data for patients transferring to RLANRC.

#### **III. SCOPE:**

To establish guidelines for accessing Affinity clinical data from referring County hospitals, to include managing those users who have access to Affinity data at other County hospitals.

#### **IV. PROCEDURES:**

##### **A. TECHNICAL PROCESS**

1. RLANRC will provide outside hospital information systems departments (IS) with private IP addresses (VLAN) for connection to the transferring hospital's Affinity system.
2. The outside hospital's IS will set up a connection between their firewall and the Affinity host.
3. Both the outside and local IS Departments will test and ensure connectivity to the outside Affinity host.
4. RLANRC will provide custom Affinity queries that will identify patients transferred to RLANRC and specific data to be viewed.

5. The queries provided by RLANRC will be modified by the transferring hospital to fit Affinity specifications at that hospital.
6. The outside hospital's IS department will create a specific Affinity menu with modified queries for the RLANRC user group.
7. The transferring hospital will ensure that upon discharge, patients transferred to RLANRC have been coded in Affinity as such.

## **B. ACCESSING AFFINITY**

1. To obtain online access to Affinity patient data, the requesting facility IMS coordinator will contact the transferring hospital and request user access.
2. The requesting hospital will complete the transferring hospital's Affinity Access Form and Data Security Responsibilities Form for each user.
3. The supervisor and the designated facility IMS coordinator will sign the completed above Access/Security Forms.
4. The Affinity Access and Security Forms will be kept on file and originals will be forwarded to the transferring hospital's designated security staff.
5. Once the Affinity Access/Security Forms have been processed, the transferring hospital will issue a user code and password to the user, and will notify the requesting facility coordinator of the password.
6. The facility coordinator is to discuss and reinforce the hospital's security policies related to accessing patient data with the user.
7. Once the connectivity, userid and password has been established, referring hospital Affinity icons will be added to the authorized user's computer.

## **C. RE-SETTING PASSWORDS**

1. When an authorized user is deactivated in error (i.e. error in logging in, changing password error or timeout of user code and password) the user is to notify the Help Desk.
2. The Help Desk will contact the facility coordinator with the user and facility requiring re-set.
3. The facility coordinator will contact the designated outside facility staff and request activation.

**C. TERMINATION OF USER CODES**

1. As part of the existing RLANRC IMS Policy # 307, *Termination of User Codes and Passwords for Outgoing Employees*, an outgoing employee's access is disabled or deactivated from all systems.
2. The facility IMS coordinator is responsible for ensuring the timely and accurate completion of the deactivating process. The designated coordinator will notify the transferring hospital's designated Affinity user administration staff with the names of users who have been deactivated.
3. The designated coordinator will maintain a listing of all active users.