

The Initiate Inspector is a patient data integration application that enables the user to review and resolve data integrity issues that have been highlighted for review by the Initiate Identity Hub software. The Initiate Workbench application allows the user to configure the Initiate database and the SCI Inspector application. Reporting Access allows the user to run reports that aid in data remediation.

The SCI Inspector application organizes tasks for users according to specified work flows and processes. This includes the clerical review within the determined threshold values range for potential duplications, linkages, overlays and review of identifiers.

Data quality management staff would use the application to complete the clerical review tasks on a regular basis.

Shared Client Index User Roles & Responsibilities

- Users are responsible for ensuring they have read and are familiar with the SCI Policy and Procedure Manual.
- Users are responsible for ensuring that the use is related to the 'need to know' for the purpose of their healthcare work and it is in accordance with their health organizations' policies and procedures and HIPA.
- Users must use SCI data only in accordance with established data access agreements between source organizations and consumer organizations and/or as authorized by eHealth Saskatchewan.
- Users must be authorized by an Authorized Approver within and Approved Organization. Approvers and Organizations must be authorized by eHealth Saskatchewan in accordance with the SCI Policies and Procedures Manual.
- A User is identified and authenticated by an Authorized Approver to view and use SCI data. The Approved Organization and the Approver are accountable for actions of the User.
- Users who are viewing data with SCI through the Viewer are responsible for selecting the correct person from the candidate list and protecting of the reuse of the information for purposes other than health care delivery.
- User access is audited.
- Inappropriate use of the SCI View shall be reported to the eHealth Saskatchewan's Chief Privacy Officer.
- Any violation of privacy legislation and Ministry Privacy and Security policy will be dealt with according to the Ministry's Privacy and Security Breach Management protocols.

Use is Consistent with the Purpose

The use of the Shared Client Index system, services and applications must be in accordance with a 'need to know' basis for the purposes of: (One or more should apply to the user's needs).

- Supporting the identification and registration of persons seeking or receiving health care services, including access to the Saskatchewan provincial health number.
- Supporting the accurate and timely management of client identification data within health care systems.
- Supporting the integration of clinical patient results within legacy systems.
- Supporting the management of EHR services such as privacy and health records.

Restrictions on Use

The Shared Client Index will not be used for the following purposes:

- To look up information on a person(s) for personal reasons.
- To search for people for personal reasons.
- To use the information provided in the candidate list for personal reasons.
- To provide unauthorized research data or reports.
- To use or reuse data in a manner that is not consistent with HIPA.
- To use information for any other purpose other than the identified stated purpose.

Training Options

- The User can view the SCI Viewer training materials on the application's Splash Page. To receive one-on-one training, please contact the Service Desk to submit the request to the EHR Data Management Team.

Workstation Security

- The User will secure all data available from the SCI. Access by unauthorized users will not be permitted.
- The User will keep all passwords associated with the system private.
- The User will secure the workstation with a screen-saver password to assure security when the machine is left unattended for an extended period of time.



SHARED CLIENT INDEX (SCI) INSPECTOR ACCOUNT & REPORT ACCESS REQUEST FORM

- ▷ Call the Service Desk 1-888-316-7446 (local 337-0600) if you are unclear about any fields below.
- ▷ The Service Desk will complete the request within two days from receiving the request.

Return to: Fax Number: 306-781-8480

Email: servicedesk@ehealthsask.ca

User Information (NOTE: All user information fields are mandatory.)

Type of request (check one): New user Change in user type Remove

User's Full Name printed:		Work Phone #:	
Health Organization Name:		Facility:	
Working Title:		Email Address:	

Environment Production

Access Requested

User Level (check one): SCI Inspector Report Access

Service Authorization

User's signature:

_____ Date (YY/MM/DD)

Date access is required: _____
Date (YY/MM/DD)

Manager's Information

Name: _____
(please print) Work Phone Number _____

Signature: _____
Date (YY/MM/DD) _____

I acknowledge that the requestor has read and understands the responsibilities and uses as described in this form and my obligations under HIPA. I further acknowledge that I have been authorized by eHealth Saskatchewan to grant this approval.

Authorized Approver's Information

Name: _____
(please print) Work Phone Number _____

Signature: _____
Date (YY/MM/DD) _____

If you need the name of an authorized approver, please call the Service Desk 1-888-316-7446 (local 337-0600)
The most recent version of this form can be downloaded at: <http://www.ehealthsask.ca/forms>