

Policy Administration

Version	Approval Date	Author
1.1	October 2, 2020	President

1. Purpose

To ensure a reasonable and consistent process for establishment and approval of HealthShare Exchange (HSX) policies that are apply to membership and staff.

2. Scope

This policy applies to all HSX policies for membership, employee, intern, contractor, and vendor.

3. Policy

Administrative course of action for policy development, establishment and maintenance.

- Policies must be developed under the direction of the President.
- Policies must be reviewed and updated on an annual basis.
- Approved policies are maintained in the HSX Policy folder.
- Approved policies that impact HSX members and participants are posted on the HSX website.
- A policy registry is maintained in the HSX Policy folder.
- HSX Privacy Officer (PO) and Chief Information Security Officer (CISO) shall be available to its members and participants to answer questions about HSX policies

4. Procedure

Process for Establishing a New Policy:

- President assigns a policy to a staff member for development or an HSX manager develops a policy for review by the President.
- Draft policies are reviewed and edited by members of the HSX management team.

- Each policy is given a categorical designation in the policy registry and a determination is made about which committees, if any, need to review the policy.

Process for Approving a New Policy:

- HSX Board will be informed of policies that are approved by the standing committees and approve any policies that are required:
 - Clinical policies are reviewed by the Clinical Advisory Committee.
 - Technical policies are reviewed by the Technical Standards Committee.
 - Policies with financial implications are reviewed by the Audit and Finance Committee.
- A policy is approved once it has been reviewed and approved by the designated committees and the President.
- The Senior Director of Policy will maintain and update the policy registry denoting when policies move from draft to approved status.

Process for Publishing Approved Policies:

- Upon approval of a policy, the HSX CISO/CTO will circulate the new policy to HSX staff.
- The new policy will be included in the HSX Board packet at the Board meeting following the date of policy approval.
- Any existing, new or revised policies with member implications will be posted to the HSX website within five (5) business days after approval.
- Policies with member implications will be referenced in the HSX member newsletter.

Access to HSX Privacy Officer and Chief Information Security Officer

- The Policy section of the HSX website will provide information for submitting questions regarding HSX policies to the HSX PO and HSX CISO by email to concerns@healthshareexchange.org or to call the HSX support line at 855-479-7372.
- All questions will be responded to within five (5) business days.
- In the event that such questions cannot be fully answered by email, then the HSX PO and/or HSX CISO shall directly schedule time with the requestor for clarifying discussion.

5. Enforcement

- The HSX CISO/CTO will monitor the process for establishing and approving new policies under the supervision of the President. The President will ensure that policies are approved in accordance with the policy.

6. Definitions

For a complete list of definitions, refer to the Glossary.

7. References

Regulatory References: None

Policy Owner	President	Contact	Martin.lupinetti@healthshareexchange.org
Approved By	HSX Management	Approval Date	October 2, 2020
Date Policy In Effect	June 26, 2017	Version #	1.1
Original Issue Date	June 26, 2017	Last Review Date	October 25, 2023 December 4, 2022 September 30, 2021 October 2, 2020 September 16, 2020 December 1, 2018
Related Documents	Glossary		