

MICHIGAN HEALTH INFORMATION NETWORK SHARED SERVICES

USE CASE EXHIBIT

Use Case Name: Common Key Service

This Use Case Exhibit (“UCE”) is effective and binding upon the Participating Organization (“PO”) and subject to Terms. HIN and PO are referred to herein collectively as “Parties” and individually as a “Party.”

1. Purpose. The purpose of the Common Key Service (CKS) Use Case is to assign a “common key” (HIN Common Key) which is an additional person matching attribute based on a Master Person Index (MPI) algorithm. A HIN Common Key strengthens the link between patients and their health information that is stored in all health information systems which exchange data. The CKS invokes an MPI to match patients and assigns a HIN Common Key to each unique person.

2. Definitions.

2.1. **Foreign Key** means a key being used by one or more systems that is not native to the systems using the key but the key was generated by a different system.

2.2. **Transactional Basis** means the transmission of Message Content or a Notice within 20 seconds of delivery or receipt of Message Content or Notice from a sending, receiving, or finding Party, Routine Use of Common Key Service.

2.3. **Message Content** means a HIN Common Key.

4. Use Case Details.

4.1. **Primary Use**

4.1.1. The CKS and Message Content assigned shall only be used by PO or PO Participant for linking persons to their health information for system to system communication between PO or PO Participant Source System(s) and HIN, and only during the term of this UCE.

4.1.2. Once assigned, Message Content may be stored as a Foreign Key in PO or PO Participant Source System(s) that stores health information for that person for purposes of linking the person to other systems where their health information is stored.

4.1.3. HIN may use Message Content in conjunction with any HIN Services if such usage conforms to all requirements in this Exhibit and the Terms including sharing Message Content with other TDSOs that are bound by this Exhibit and the Terms.

4.1.4. Message Content may be included in Messages sent to or received from HIN during the term of the UCE as an additional attribute to enhance the ability to accurately identify the patient and to increase privacy and security.

4.1.5. PO may use Message Content in lieu of demographic information for patient matching only if combined with at least one discriminating second attribute (e.g. date of birth). The foregoing does not relieve PO of its obligation under other Exhibits to send, receive, find, or use specified information as part of other Exhibits' UCIGs.

4.1.6. Message Content shall not be published by HIN, PO or PO Participants unless otherwise required by law.

4.1.7. Message Content shall not be shared in any visible way with any third party or included in any displayed or printed communication with a patient by HIN, PO or PO Participants. Access to the Message Content shall be limited to those individuals with a need to know for performing under this Exhibit or for operational or system maintenance.

4.1.8. HIN may make use of Message Content during the term of this Exhibit for the purposes of further refining and defining the CKS and other HIN Use Cases.

4.1.9. All Message Content may be used in combination with other attributes to:

4.1.9.1. Identify duplicate records in an MPI or Source Systems.

4.1.9.2. Identify potential linkages between records from different Source Systems and an MPI.

4.1.9.3. Detect incorrect identifiers for individuals in an MPI or Source System.

4.2. **Additional Permissible Use** Additional permissible use, if mutually agreed in writing by the Parties, may be specified during the term of the Exhibit.

4.2.1. PO may share Message Content with PO Participants subject to all terms and conditions in this Exhibit and the Terms after obtaining express written permission of HIN.

4.2.2. PO is responsible for providing Message Content to HIN-approved PO Participants via one of the secure methods identified in the UCIG.

4.2.3. PO Participant is responsible for the Message Content after it receives the Message Content and PO is responsible for ensuring PO Participants' compliance with the terms of this Exhibit as required under the Terms.

4.2.4. HIN may send Message Content and associated patient demographic information to third-party validation and data cleansing services provided HIN enters industry-standard data destruction agreements with any such third parties.

4.2.5. The Parties may make additional use of Message Content as permitted under the Terms.

4.3. **Limitations on use**

4.3.1. Pursuant to the Data Sharing Agreement, PO is under restrictions to maintain confidentiality with respect to third parties, employees, and consultants. PO must provide a copy of written confidentiality agreements referenced here upon the request of HIN.

4.3.2. Pilot Activities are not permissible under this UCE.

4.4. **Related Use Case Requirements** PO must enter into the following Use Cases: Health Provider Directory (HPD), Active Care Relationship Service (ACRS).

5. Service Interruptions. No service interruption variations.

6. Responsibilities of the Parties.

6.1. PO Responsibilities

6.1.1. Message Content may be updated from time to time as a result of ongoing de-duplication and data cleansing activities. (i) PO and PO Participants shall subscribe to HIN's CKS change notification service to be aware of these changes. PO and PO Participants shall propagate changes to Message Content throughout their Participant Source System(s) as necessary for the success of this Use Case. (ii) If PO or PO Participants determine that one individual has different HIN Common Keys in multiple records, PO must notify HIN. (iii) If PO or PO Participants determine that multiple individuals have the same HIN Common Key, PO must notify HIN.

6.1.2. PO and all PO Participants using Message Content must at all times fully comply with this UCE and the UCIG and all restrictions on how Message Content can or cannot be used.

6.1.3. PO and all PO Participants must never use Message Content alone for matching. Message Content shall always be used in conjunction with additional identifying information as specified in the UCIG when matching.

6.2. **HIN Responsibilities**

6.2.1. HIN is responsible for creating, assigning, maintaining, and communicating Message Content.

7. **Other Terms.**

7.1. **PO Contacts** PO will provide to HIN the appropriate contact information for this Use Case.

7.2. HIN is not liable to PO for any claims arising from PO's use of Message Content in a manner that is not fully compliant with this UCE and the UCIG.

7.3. PO is not liable to HIN for any claims arising from HIN's use of Message Content in a manner that is not fully compliant with this UCE and the UCIG.

7.4. The Parties agree that a HIN Common Key is PII and is an identifier of an individual under 45 CFR 164.514(b)(2)(i) that the Parties will treat in accordance with HIPAA.

8. Use Case Implementation Guide(s). The Use Case Implementation Guide(s) links for this Use Case are provided at _____.

