HealtheConnections HIE: Audit Contact Reference Sheet

Thank you for serving as your organization's Audit Contact—the primary point of contact for HealtheConnections audit reports. This is an important role, and the responsibilities are simple to complete.

Your Responsibilities

- Respond to audit emails from HealtheConnections, complete the audit, and complete the required attestation forms by the deadline.
- Review your HIE Portal User List report regularly and notify us of anyone who should be deactivated.
- Stay subscribed to our email list to receive updates and notifications.

Audit Reports

Report Name	Report Details	Organization Type	Audit Cadence	Complete Audit AND Return Attestation Within
Patient Records Accessed	Patient records accessed by users at an organization that collects consent	All Participants that are authorized by law to access without consent (e.g., Public Health, Organ Procurement, Death Investigators) All Participants that access patients with consent	Weekly: Organ Procurement Participants Monthly: Public Health and Death Investigators Annually: All other Participants	Weekly: One (1) Week Monthly: Four (4) Weeks Annually: Four (4) weeks
HIE Portal User List	Lists all your users and the type of accesses they have been granted	All Participants	Annually	Four (4) Weeks
Break the Glass (BTG)	Daily report of emergency access, BTG events, that occurred at an organization that treats emergencies, such as a hospital ED or ambulance/EMT	Participants with BTG Access (ED, EMT)	Daily, if occurred	One (1) Week

Accessing Audit Reports

1. Access the HealtheConnections HIE portal at https://www.healtheconnections.org/.
2. Click the HIE Portal Login button in the top right corner.
3. Log into the HealtheConnections HIE, then select Reports from the navigation menu to access your organization's reports.

Note: For detailed instructions, review the Audit Contact Training Guide.

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