

IN PERSON	BY PHONE	STAFF	GUESTS	ABSENT
Laurie Schimek	Nancy Davis	Michelle Clark		Jared Adair
Matthew Stanford	Claudia Egan	Joe Kachelski		Daniel Barr
	Lisa Ellinger	Laura Widder		Elise Braun
	Norma Lang			Jerry Halverson
	Michelle Leiker			Cathy Hansen
	Craig Samitt			John Hartman
	Peg Schmidt			Kathy Johnson
	Denise Webb			Jim Paddock
	Kelly Wilson			Kim Pemble
	Jon Nordenberg			Sue Statz
	Brandon Rosner			Jean Doeringsfeld



WISHIN POLICY ADVISORY COMMITTEE MEETING
 Wednesday, November 28, 2012 – 9:00-10:00 a.m.
 Conference Call

AGENDA ITEMS	END RESULT
Call to Order	Mr. Stanford called the meeting to order.
Approve Minutes	The minutes from the February 15, 2012, meeting were approved.
Review Recommendations from Opt-Out Workgroup	Mr. Kachelski reported on the final recommendations of the Opt-Out Workgroup which are: organizations participating in WISHIN should be given flexibility in how the opt-out information is given to their patients; the patient must sign an opt-out form and an additional signature would be required either from a provider or medical staff person or a witness; patient calls directly to WISHIN for the purpose of opt-out would be acceptable only for requesting the opt-out form, not for opting out over the phone; WISHIN's website should allow patients to request and/or download the opt-out forms; if possible, WISHIN should consider accepting opt-out requests via website submission provided that the site could use two-factor authentication to authenticate the patient; a post-process mailing to the patient to confirm their opt-out and provide opt-in materials is highly recommended; and WISHIN should recommend participants modify their Notice of Privacy Practices to include their participation in WISHIN, however it is not required that the participant do so. Ms. Leiker commented that in general practice the medical staff does not sign as a witness on paperwork. Mr. Samitt stated that the provider does not sign because the provider is asking the patient to sign, therefore an unbiased person should act as witness. Mr. Kachelski stated that other states provide information on administrative procedures and perhaps WISHIN should check with some of them to find out how they deal with this issue.
Review Privacy and Security Policies	Ms. Widder went through the Participant Safeguard Checklist which includes provisions for identification of privacy and security officers; security and training of workforce members; security of data access; and audits, privacy violations and security incidents. Ms. Widder stated that this checklist is to be filled out by the participant and that a background check should be done on every workforce member that will be accessing data.

Review Draft Participation Agreement	Ms. Widder and Mr. Nordenberg went through the draft of the participation agreement. This agreement was written by Mr. Nordenberg using the nationwide agreement, WISHIN Direct agreement, and Nebraska HIE agreement and reworded to fit into WISHIN's concept. Several of the committee members had some concerns with this agreement and were invited to put their concerns in writing prior to the December 5 Board of Directors meeting so that those concerns could be shared with the board members.
Discuss Payer Workgroup Plans	Ms. Widder gave a brief overview of the Payer Workgroup.
Other Business	No other business.
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