![SacValley MedShare logo] SACVALLEY MEDSHARE	POLICY: Vault Access	POLICY NUMBER: SVMS-27.001
Compliance Requirement	Author: Elizabeth L Steffen	Origination Date: 04/13/2017
None	Revised By:	Revised Date:

Purpose and Principles:

The purpose of the Vault Access policy is to ensure that all Participants of SacValley MedShare (SVMS) participant vault access is only granted to those needing the access and that when access is granted, it is done so in a controlled manner. Users shall only access protected patient health information and records for the sole purpose of performing employment duties and responsibilities as required by specific job functions

Scope and Accountability:
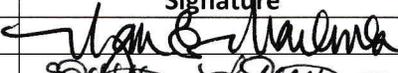
This policy applies to all Participants and SVMS.

Policy Statement:

After the Participant's production QA testing is completed and the Participant is satisfied, they will authorize SVMS to go "Live" with their data. Once a Participant is Live, their data vault will be opened up to all other Participants within the SVMS HIE and they will be able to query, access and retrieve available data from other Live Participants' vaults.

The Participant is responsible for letting SVMS know when they are ready to have other Participants query their data.

SVMS is responsible for setting up access to Participant vaults according to instruction from Participants and the following SVMS Policies and Procedures:

- SVMS-13: Authentication of System Users Policy (current version)
- SVMS-PRO-004: Authorized User Access Procedure (current version)

Authorization	Name	Signature	Date
Board Chair	Myron E. Machula	_Myron E. Machula_	7/6/2017
Project Manager	Elizabeth Steffen	_signature_	7·6·2017

Version	Date	Author	Comment
.001	05/04/2017	E. Steffen	Initial release.