



Community Health Record Toolkit Intro

Welcome to the Delaware Health Information Network

The purpose of this DHIN User Toolkit is to provide authorized end users with information and documentation to guarantee ease of use and maximize the benefit of DHIN in your organization. The documents in this Toolkit are listed below and can also be accessed online at www.DHIN.org/resources. The website should be utilized to make sure you have the most recently updated version of these forms.

DHIN Toolkit Documents

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| 1. DHIN Toolkit Intro | 10. Patient Opt-In after Opting Out: Cancellation of Non-Participation Cover Letter and Form |
| 2. Data Use Agreement | 11. User Quick Reference Guide |
| 3. Business Associate Agreement | 12. Administrator Quick Reference Guide |
| 4. DHIN Products | 13. Administrator Responsibilities |
| 5. Policy: Access to Individually Identifiable Health Information | 14. Technical Requirements to Use DHIN |
| 6. Auditing Information | 15. Sign Off Form |
| 7. Confidentiality and Non-Disclosure Agreement (keep signed copies by all staff on file) | 16. Provider Change Form |
| 8. Talking Points: What Patients Should Know about DHIN | 17. Media Consent Form |
| 9. Patient Opt-Out: Non-Participation Cover Letter and Form | 18. DHIN Customer Support Workflow |
| | 19. Community Health Record User Roles |

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By signing below you are attesting that a DHIN representative has gone through each item in the practice toolkit and trained staff at your site on how to access the DHIN Community Health Record.

Name: _____ Practice Name: _____

Signature: _____ Date: _____