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

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

DHIN Service Desk for Technical Assistance	
Phone: 302-480-1770	Email: servicedesk@dhin.org

DHIN Business Relationship Managers		
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In order to complete the enrollment process, the initial CHR training must be conducted on site at the practice. 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: _____