

POLICIES AND PROCEDURE MANUAL

Chapter:	Information Technology		
Title:	Michigan Health Information Network (MiHIN) Use Case Permission Procedure		
Policy: ☐ Procedure: ☒ Page: 1 of 2	Review Cycle: Biennial Author: Chief Information Officer	Adopted Date: 07.07.2026 Review Date:	Related Policies:

Purpose

To safeguard the integrity and approval and maintenance of who has access to information from the Michigan Health Information Exchange Organization, (MiHIN) and ensure consistent process for requesting permission.

Procedure

Employees that have a need to access health information via exchange with MiHIN should request access to the Information Technology (IT) department by sending an email to inquiries@midstatehealthnetwork.org.

The request should include the following information.

- 1) Purpose for the access to protected health information;
- 2) Timeframe for the access (e.g. ongoing or time period);
- 3) Supervisor approval indicating the employee needs access to perform their job responsibilities; and
- 4) Revised Computer Use Agreement form listing MiHIN access.

Once received, the IT Database & Report Coordinator will review the request to ensure the above parameters were submitted before approving the request. If there are any questions about the above, the IT staff person will request more information from the requestor and/or their supervisor.

If it is determined that access to MiHIN is approved, the IT staff person will initiate a request to the MiHIN helpdesk via email help@mihin.org to have the permission given to the requestor. The email should include the requestor and Bryan Bulock bryan.bulock@mihin.org (account representative from MiHIN) as recipients.

If any additional information is needed by MiHIN, IT staff will coordinate with the requestor, if needed. IT staff shall monitor MiHIN access by reviewing not less than annually MSHN users to ensure appropriate access.

Applies to

- ☒ All Mid-State Health Network Staff
- ☐ Selected MSHN Staff, as follows:
- ☐ MSHN's CMHSP Participants: ☐ Policy Only ☐ Policy and Procedure
- ☐ Other: Sub-contract Providers

Definitions

IT: Information Technology

MiHIN: Michigan Health Information Exchange Organization

Other Related Materials

N/A

References/Legal Authority

N/A

Change Log:

Date of Change	Description of Change	Responsible Party
12.4.2025	New Procedure	Chief Information Officer