



North Carolina Health Information Exchange Authority Use Case Workgroup Charter

Purpose. The North Carolina Health Information Exchange Authority (NC HIEA) Use Case Workgroup (UCW) is a workgroup formed to review qualifying applications for new and innovative uses of HIE data and provides the NC HIEA with recommendations for (i) approval/denial and/or (ii) prioritize requests.

Membership. The UCW membership is a voluntary appointment at the request of the NC HIEA. The workgroup consists of at least seven community health care stakeholders, as well as members of the NC HIEA and SAS. It is chaired by a representative from the NC HIEA Advisory Board with co-chair support of named NC HIEA and SAS team leads. Term limits for serving on the UCW are at the discretion of the NC HIEA.

Structure and Meetings. The workgroup shall meet in person or virtually on a quarterly basis, with additional meetings to occur when deemed necessary by the UCW chairs.

A. Application Review

1. The NC HIEA will review applications for completeness to ensure all required information and supporting documents are present.
2. The NC HIEA will review the request to determine data availability and technical feasibility prior to sending the request to the UCW.
3. The UCW will ensure the request adheres to permitted uses and does not otherwise conflict with the law/policy or create unacceptable data security risks.
4. The UCW will ensure that the proposed use cases are broadly applicable to the overall health care community within the state of North Carolina by evaluating the benefits, assumptions, constraints, and alignment with the NC HIEA current portfolio.
5. If needed, the UCW will request additional/clarifying information through a virtual or in-person meeting from the application requestor.
6. The UCW will consult appropriate resources as needed, including the NC HIEA's Executive Director and legal counsel.

B. Recommendation Process

1. The UCW will make a recommendation that the project meets all specified criteria and approves the request without stipulations.
2. The UCW will make a recommendation that the project meets the specified criteria and approves the request with stipulations; for example, the project is approved with a delayed start date.
3. The UCW will make a recommendation not to approve the project specifying the reason/s for not approving.
4. Approved projects will be vetted by the NC HIEA and its Advisory Board before final approval.



C. Other Duties

1. Periodically as defined by the UCW chairs, the members will participate in reviewing and evaluating the work group processes, including the application process, review process format, and membership.
2. As directed by the NC HIEA, the UCW will provide feedback to NC HIEA Advisory Board on its activities related to data request status and trends.