

NORTHCARE NETWORK

POLICY TITLE: Information Management Systems	CATEGORY: Information Management	
EFFECTIVE DATE: 6/25/13	BOARD APPROVAL DATE: 6/25/13	
REVIEWED DATE: 6/13/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
RESPONSIBLE PARTY: Chief Information Officer	CEO APPROVAL DATE: 7/1/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel
Network Providers

POLICY

It is NorthCare Network's policy that information systems (electronic and paper) which collect, maintain and analyze information for organizational management must be available, accessible, and designed for data integrity to support clinical and business operations and meet internal and contractual reporting requirements.

PURPOSE

To ensure information management systems are accessible, available and maintain the highest level of integrity and to comply with applicable federal and state laws and regulations, contractual obligations, and accrediting standards.

DEFINITIONS

1. **Data Integrity** – (1) overall completeness, accuracy and consistency of data (2) assurance that information can only be accessed or modified by those authorized to do so (3) quality of correctness, completeness, wholeness, soundness and compliance with the intention of the creators of the data. It is achieved by preventing accidental or deliberate but unauthorized insertion, modification or destruction of data in a database.
2. **Interoperable data systems** – enables data and information generated by one system to be accessed and (re-)used in a meaningful way by another system, whether or not the latter system is based on different technologies

REFERENCES

- HIPAA 45 CFR Part 160, 45 CFR Part 162 , and 45 CFR Part 164
- HITECH 42 CFR: Parts 412, 413, 422 and 495 and 45 CFR: Subtitle A Subchapter D
- Medicaid Provider Manual - Mental Health/Substance Abuse Section
- Michigan Mental Health Code & Administrative Rules
- Michigan Public Health Code & Administrative Rules
- MDHHS/PIHP Contract, as amended
- MDHHS Policy & Guidelines - QAPIP
- Encounter Data Integrity Group (EDIT)
- Data Quality Management Policy

- Incident, Event & Death Reporting & Monitoring Policy
- Access policy
- Information Security Policy
- QI-Claims Adjudication Policy
- Service Authorization Policy
- Record Retention and Disposal Schedule Policy

HISTORY

REVISION DATE: 5/14/14, 3/14/21, 9/12/23

REVIEW DATE: 6/19/13, 5/14/14, 5/26/15, 3/30/16, 1/16/17, 11/14/17, 9/21/18, 7/29/19, 5/26/20, 3/14/21, 1/23/22, 10/31/22, 9/12/23, 7/2/24, 6/13/25

CEO APPROVAL DATE: 6/19/13, 5/14/14, 6/2/15, 4/4/16, 2/7/17, 12/11/17, 10/2/18, 8/6/19, 6/2/20, 4/6/21, 2/1/22, 12/6/22, 10/12/23, 8/6/24, 7/1/25

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PROCEDURES

See Information Management Plan filed at: N:\Policies-Plans-SOPs\Plans