



Wyoming Healthcare Commission

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HEALTHCARE PROFESSIONALS DATABASE USE POLICY

Governing Principles

1. The mission of the Wyoming Healthcare Commission (WHCC) is to examine a wide range of healthcare issues and draft specific recommendations designed to improve access to, and quality of, healthcare in Wyoming communities.
2. The database is a valuable asset to the mission of the Wyoming Healthcare Commission and the State of Wyoming, as it tracks preferred information on selected Wyoming healthcare professionals whose service delivery is of critical importance to the wellbeing of the state of Wyoming and its residents. The use of the information contained in this database must be monitored and protected by the WHCC.
3. Pursuant to Wyoming State Statute 9-2-2803¹, the WHCC has the obligation to maintain and disseminate this information, including developing policy regarding dissemination. This policy includes:
 - a. Those who request the use of database information and reports may be assessed a fee, which is deposited into the State of Wyoming General Fund.
 - b. The fee is waived for public agencies and political subdivisions² of the

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¹ See Wyo. Stat. § 9-2-2803 (f): "The commission may maintain a system of health care information and issue reports and disseminate information by other means related to health care access, quality and costs. The commission may assess a fee for reports and the use of its health care information system. Any revenue generated by the fees shall be deposited in the general fund. Reports to and use of the information database by public agencies and political subdivisions of the state shall be free of charge."

² An "agency" is defined in Wyoming statutes as "any authority, bureau, board, commission, department, division, officer or employee of the state, a county, city or town or other political subdivision, except the governing body of a city or town, the state legislature, the University of Wyoming and the judiciary[.]" Wyo.

State of Wyoming.

- c. The WHCC may prohibit dissemination of database information as authorized by law.
4. When a request for data is made, the requestor must read this policy and sign to acknowledge they will follow it. In cases in which an ongoing agreement for regular transmittals of data is needed, the WHCC will enter into Memoranda of Understanding (MOU) agreements (in cases in which the requestor is a governmental entity) or contractual agreements (in cases in which the requestor is a private entity).

Protected Database Information

The WHCC will not release email addresses or the month and day of date of birth of the healthcare professionals in its database. Addresses for mailing lists will be limited to the professionals' preferred address.

Responsibilities of User

The user agrees to the following:

1. WHCC owns the information in the database and that no ownership interest in the information or any part thereof, is transferred to the user. The user acknowledges WHCC will use best and reasonable efforts to maintain accurate and current information but that WHCC makes no guarantee or warranty, expressed or implied, with respect thereto.
2. User will not represent the information as generated or owned by them. User must acknowledge WHCC as the source of the information.
3. User will not alter the information or represent the information in a fashion that violates the integrity of the data.
4. The information is for the use of the user only and may not be resold, released or otherwise transferred to any other party without the express written consent of WHCC.
5. Information is provided to User for a one-time use only, defined as: one mailing, fax, or telephone contact with each name contained in the information or one report/grant application/etc. Use of the Information is limited to the Purpose and Quote listed below. In cases in which an ongoing agreement for regular transmittals of data is needed, the WHCC and User will enter into MOU

Stat. § 16-3-101(b)(i). A "political subdivision" is statutorily defined as "every county, city and county, city, incorporated and unincorporated town, school district and special district within the state." Wyo. Stat. § 16-4-201(a)(iv).

agreements or contractual agreements.

6. The information cannot be used for any unlawful or prohibited purpose, advertising, telemarketing, faxing or other communication. User agrees that their use of telephone and facsimile numbers shall comply with all applicable federal and state laws and regulations.

Fee Schedule

In cases in which the requestor is not a public agency or political subdivision of the state, a fee is assessed based on the value of the data itself and the amount of time taken to prepare and transmit the data request.

The requestor will be charged \$1.00 per record requested, with a minimum charge of \$350.00. The requestor will also be charged a data preparation fee of \$75.00/hour. The record request fee may be waived in cases in which the data is used for research and policy purposes. When a request for data and/or reports is made, the WHCC prepares a fee quote (see page 4). An invoice is sent to the requestor, and the payment shall be made to the State of Wyoming through the Wyoming Healthcare Commission.

Signatures

I have read the Wyoming Healthcare Commission Healthcare Professionals Database Use Policy and agree to abide by all of its provisions.

User: _____ Signature: _____

Title: _____ Entity: _____

Telephone: _____ Fax: _____ Email: _____

Address: _____

City/State/Zip: _____

Date: _____

Purpose of Data Use: _____

Fee Quote: For WHCC use only

Quote:

Quantity	Format	Description	Record x Price	Total
		Area: Professional(s): Speciality(s): Fields:		\$ -
Quote # _____ Prepared By: _____			Sub-Total	\$ -
Date: _____			Preparation Fee	\$ -
			Sales Tax	\$ -
			Balance due	\$ -

- ◆ Quotes are valid for 10 days from the date of preparation.
- ◆ This is a custom product and may not be returned or exchanged.
- ◆ Changes in total record quantity may occur and will be reflected in the final product and invoice.