

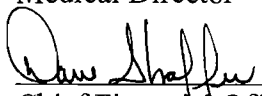
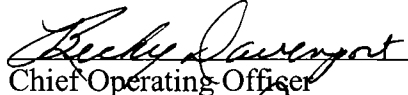
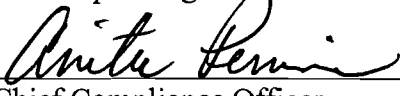

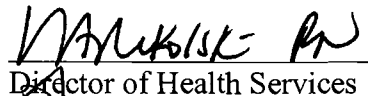
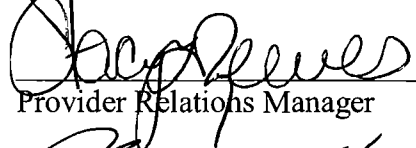
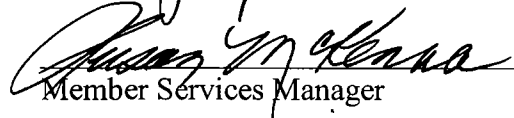
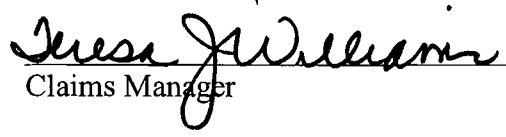


**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

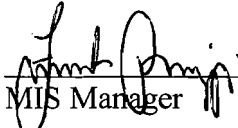
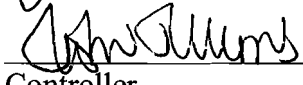
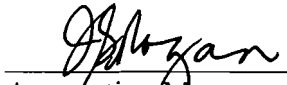
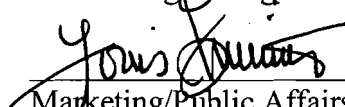

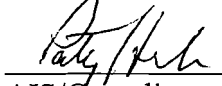
SUBJECT: Intranet and Website Structure, Approval, and Maintenance		INDEX NUMBER 7.21-I		Page 1 of 4			
SECTION: MIS							
Review Date	03/2006						
Effective Date	05/22/06						
Revision No.	2006-05						

Approved		Date	5/22/06
	Carol Sorrell, R.N. Chief Executive Officer		
Approved		Date	5/15/06
	Medical Director		
Approved		Date	5/15/06
	Chief Financial Officer		
Approved		Date	5/12/06
	Chief Operating Officer		
Approved		Date	5/11/06
	Chief Compliance Officer		
Approved		Date	5/10/06
	Quality Improvement Manager		
Approved		Date	5-10-06
	Director of Health Services		
Approved		Date	5/9/06
	Provider Relations Manager		
Approved		Date	5/9/06
	Member Services Manager		
Approved		Date	5-8-06
	Claims Manager		

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Intranet and Website Structure, Approval, and Maintenance	INDEX NUMBER 7.21-I
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Page 2 of 4

Approved	 MIS Manager	Date <u>4-27-06</u>
Approved	 Controller	Date <u>4-17-06</u>
Approved	 Accounting Manager	Date <u>04-17-06</u>
Approved	 Marketing/Public Affairs Supervisor	Date <u>4/14/06</u>
Approved	 Corporate Pharmacist	Date <u>4/3/06</u>
Approved	 AIS/Compliance Manager	Date <u>4/3/06</u>

POLICY¹:

KHS will develop and maintain an intranet and a public website. KHS employees will be able to access information and a variety of important company documents via the intranet. KHS practitioners/providers (Providers), members, and the public will be able to access information and a variety of important documents via the website.

The KHS website will comply with KHS Policies 5.01-I Member Grievance Process and Policy 12.14-I Provider Listings along with the following health and safety code sections:

- Grievance: 1368.15 and 1368.015
- Provider Directories: 1363.02 and 1367.26
- Benefit Matrices: 1363.06 and 1363.07

PURPOSE:

To provide guidance for the structure, approval, and maintenance of the KHS intranet and public website.

RELATED POLICIES:

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Intranet and Website Structure, Approval, and Maintenance	INDEX NUMBER 7.21-I	Page 3 of 4
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- *12.01-I: Member Materials*
- *4.15-I: Provider Materials*

PROCEDURE:

1.0 STRUCTURE

1.1 Intranet

Information on the intranet is organized in a way that is meaningful to the user. The MIS Department is responsible for updating and maintaining the KHS Intranet Structure so that it accurately represents the approved structure and content.

2.0 APPROVAL

Posting of information on the intranet/website is reviewed by the Marketing/Public Affairs Supervisor and approved by the Executive Staff utilizing the *Request for Intranet/Website Approval Form*. (See Attachment A).

All KHS generated documents posted on the intranet/website must have received appropriate management approval for content when necessary as outlined by *KHS Policy and Procedure #4.15-I: Provider Materials* and *KHS Policy and Procedure #12.01-I: Member Materials*.

3.0 MAINTENANCE

Maintenance of the KHS intranet and KHS website is the responsibility of the Marketing and MIS Departments.

The *KHS Intranet Structure and Hierarchy* includes a minimum update schedule. Department Heads submit updated information in a timeframe that ensures that the intranet contains current and up-to-date information. MIS follows up with Responsible Department Heads regarding any updates that are not received by the minimum scheduled update timeframe.

MIS posts updated information within 10 business days of receipt of an approved *Request for Intranet/Website Approval Form*. Request for new content will be processed on a by request timeline.

ATTACHMENTS

- Attachment A - *Request for Intranet/Website Approval Form*

**KERN HEALTH SYSTEMS
POLICIES AND PROCEDURES**

SUBJECT: Intranet and Website Structure, Approval, and Maintenance	INDEX NUMBER 7.21-I	Page 4 of 4
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¹ **Revision 2006-05:** Created during the ordinary course of business.

**Kern Health Systems
Intranet/Website Approval Form**

Attachment A

Request Submitted By: (Department Head) _____

Request for Review of: (Name of Document) _____

Internal Site Only **External Website** **Both Sites**

General Description of Content:

Date Submitted for Review: _____

Reviewers:

- Chief Executive Officer Chief Financial Officer
- Medical Director Chief Operations Officer
- Chief Compliance Officer Marketing Representative Supervisor

Please review the attached publication or correspondence and indicate any recommended changes. Once reviewed, you should sign and date this form to document your review and/or approval.

Reviewer	Comments/Approval	Initial and Date