# Organization & Facility Structure in the IIS

Why is it important to understand how the IIS is structured?

It is important to understand the structure of the IIS because it affects all data and user accounts in the system. The IIS is structured by organization and facility. The examples below show how an organization with one facility and an organization with multiple facilities are structured in the IIS.
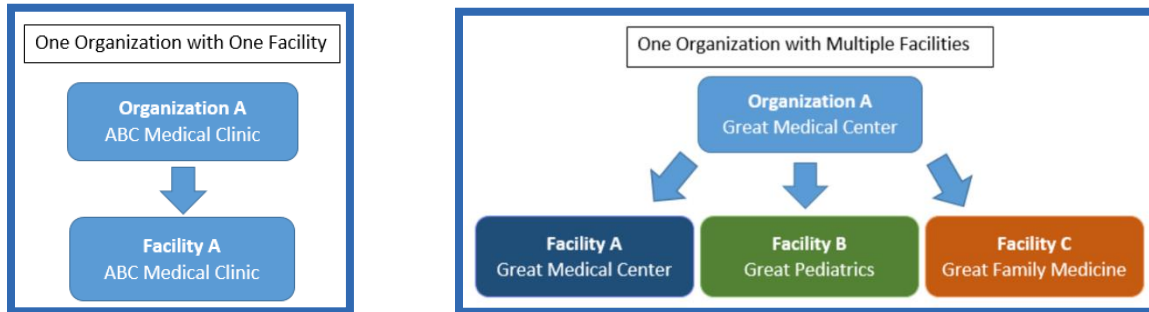

How can an organization get access to the IIS?

Each organization must have an approved Information Sharing Agreement (ISA) in order to access the IIS. You can access the ISA here. **By signing the ISA, the organization accepts responsibility for all IIS activity by users granted access under that organization.**

Once the signed ISA is received and approved, the new organization and any associated facilities are set up in the system. The IIS Help Desk will reach out to the designated system administrator or clinical lead defined in the ISA to set up IIS user accounts. If a facility or organization would like to enroll in the Childhood Vaccine Program, they must also submit a Provider Agreement and other required paperwork. All paperwork must be completed before the facility can order state supplied vaccine.

What types of entities are considered organizations in the IIS?

An organization is generally a legal business entity (e.g. sole proprietor, partnership, or corporation). An organization most likely has one specific Employer Identification Number (EIN) and Universal Business Identifier (UBI). An organization has authority over any facility listed in the IIS under their organization and all the users granted access to the IIS by that organization.
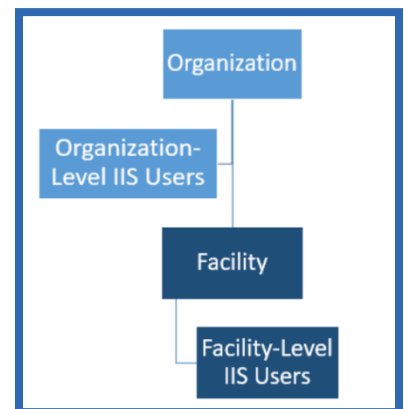
What are the responsibilities of organizations who participate in the IIS?

- Organizations are responsible for ensuring all their authorized IIS users adhere to confidentiality laws related to Protected Health Information.
- If an organization's UBI changes or an organization is planning on being merged into another UBI, IIS staff must be notified immediately to determine the required steps for the change to occur in the IIS.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

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- Organizations must also notify IIS staff of any changes at least two weeks in advance of the effective date when opening or closing facilities.
  - If you are an organization that wants to add a facility to your interface, see the instructions [here.](#)

How are organizations and interfaces structured in the IIS?
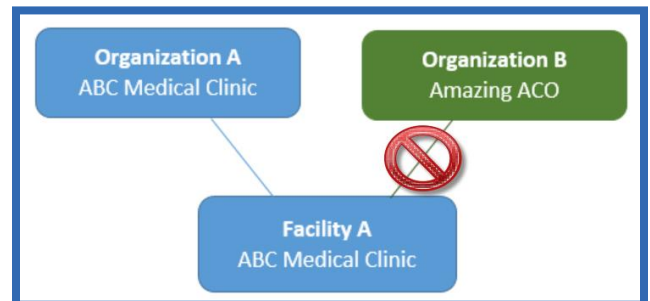- Each organization must have at least one associated facility.
- Patient ownership is determined at the organization level. Patients can only be "owned" by one organization and one facility at a time.
- Interfaces (both one-direction and bi-directional) can only be associated with one organization.
- It is a breach of the Information Sharing Agreement for an organization to submit data and/or queries via an HL7 interface for a facility that is not under their legal authority. This practice may also be a violation of HIPAA.
- The IIS is unable to connect multiple organizations or to show that multiple organizations are associated with each other, such as with an Accountable Care Organization (ACO).

What types of entities are considered facilities in the IIS?
A facility is an individual site or location. It is generally a healthcare clinic, hospital, or pharmacy.

How are facilities structured in the IIS?
- Organizations may have many facilities, however, each facility can only be associated with one organization.
- Facilities associated with an organization cannot be broken down into sub-groups under that organization.
- Patients cannot be associated with an ACO or more than one organization or facility in the IIS.

Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov