

DESIGNATION OF RECORD SETS POLICY

RESPONSIBILITY: Privacy Official or Designee(s)

BACKGROUND:

Behavioral Health and Health Facilities (BHHF) policies, in compliance with federal and state privacy regulations, permit patients to have access to their medical information, to receive copies of it, and to request that certain information be amended. However, this applies only to information that is stored in designated record sets. This policy designates the record sets.

POLICY:

The following are BHHF designated record sets:

1. Clinical records
 - 1.1. Paper medical records (“charts”)
 - 1.2. Electronic clinical data base
 - 1.3. Electronic medical records
2. Billing records
 - 2.1. Paper records and accounts
 - 2.2. Electronic billing records
 - 2.3. Records maintained by collection agencies acting as business associates on behalf of BHHF.
3. Case management records

Designation of Additional Record Sets:

The Privacy Official or Designee(s) shall designate additional record sets, based on the following criteria:

1. The record set contains protected health information of individual members
2. The record set is used to make decisions about the members whose PHI it contains.

Record retention

This record of record set designation will be retained by the Privacy Official or Designee(s) for as long as it is in force, and for at least six years or longer if required by state law or regulation after it has been superceded.

REFERENCE: 45 CFR § 164.524(e)(1)

See also: RIGHT OF ACCESS TO PROTECTED HEALTH INFORMATION
 INDIVIDUAL REQUESTS TO AMEND HEALTH INFORMATION

Effective Date: 4/14/03
Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities