



Individual's Access to Protected Health Information (PHI)

Policy # 3.5

Designated Record Sets

Original Effective
Date: 6/21/2016

Revised Date:

Purpose: Describe the types of documents that comprise a Designated Record Set.

Policy: Travis County Covered Components maintain Designated Record Sets that include the medical records and billing information used to make decisions about Individuals.

Procedures:

1. Covered Components perform different roles within Travis County. For this reason, Covered Components must develop their own procedures regarding the creation of a Designated Record Set. These procedures address the amount of time that the information contained in a Designated Record Set will be retained (a "retention period").
2. For purposes of clarity, a Designated Record Set must include any item, collection, or grouping of information that contains PHI and is maintained, collected, used, or shared by a Covered Component or on behalf of a Covered Component if
 - o All or a portion of any record used to make decisions about an Individual.
 - o *For Health Providers:* the record is a medical or billing record
 - o *For Health Plans:* the record concerns enrollment, payment, claims, and case or medical management.
3. A Designated Record Set will NOT include:
 - o Psychotherapy notes
 - o Data collected and maintained for research
 - o Peer review data
 - o Performance improvement data
 - o Appointment and Scheduling information
 - o Employment information and records
 - o Educational records
 - o Metadata
 - o Risk Management Work
 - o Incident Reports
 - o Audit Information
4. The procedure developed by each Covered Component will be made a part of the Covered Component or Department policy, as appropriate and necessary.
5. Covered Components will provide the County Privacy Officer with a copy of the procedure, and any revisions made to it.