

The University of Iowa  
HIPAA Privacy Rule  
Policies and Procedures

HIPAA-PROTECTED RECORDS: DESIGNATED RECORD SET

Purpose: To define those records maintained outside of the UI Health Care units that are subject to the provisions of the HIPAA Privacy Rule.

Policy:

- All records containing Protected Health Information, regardless of location, are protected by the Privacy Rule.
- The following units are subject to the staff training and other requirements as elements of the University's "hybrid entity": Client records in these units are subject to the Privacy Rule.
  - University of Iowa Staff Benefits Office
  - College of Dentistry
  - Employee Wellness
  - Wendall Johnson Speech and Hearing Clinic
  - Seashore Psychology Training Clinic
  - Athletic Training Rooms
- All records contained in employee files or elsewhere that include PHI, health history or status or medical information about the employee.
- Employee-submitted material including consent or authorization forms, leave request reports, or related documentation.

**Definition:**

The "designated record set includes:"

- Medical records
- Billing records
- Enrollment, payment, claims adjudication records
- Case management records

**References: 45 C.F.R. §164.501**