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.
  o University of Iowa Staff Benefits Office
  o College of Dentistry
  o Employee Wellness
  o Wendall Johnson Speech and Hearing Clinic
  o Seashore Psychology Training Clinic
  o 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