

<b>SEPA Labs</b>	<b>Policy &amp; Procedure</b>  HIPAA / PRIVACY <b>DESIGNATED RECORD SET</b>	<b>FUNCTION</b>
		<b>NUMBER</b> 1a
		<b>PRIOR ISSUE</b>
		<b>EFFECTIVE DATE</b> January 1, 2014

**PURPOSE**

To describe the documents that comprise the Designated Record Set.

**POLICY**

The HIPAA Privacy Rule requires that patients be permitted to request access and amendment to their Protected Health Information (“PHI”) that is maintained in a Designated Record Set. This policy documents the contents of the Designated Record Set.

**PROCEDURE**

1. The Designated Record Set is a group of records maintained by or for SEPA Labs that consists of the Laboratory Records and billing records about a patient and is used, in whole or in part, by or for SEPA Labs to make decisions about the patient. The term *record* means any item, collection, or grouping of information that includes PHI and is maintained, collected, used, or disseminated by or for SEPA Labs.
2. SEPA Labs maintains the following as the Designated Record Set:
  - a. The patient’s Laboratory Record,
  - b. The patient’s Business Office File, and
  - c. The patient’s Personal Health Records.
3. The Patient Laboratory Record includes, at a minimum, the following:
 

<ul style="list-style-type: none"> <li>• History and physical exams and other related hospital records</li> <li>• Minimum Data Set</li> <li>• Medication and treatment records</li> </ul>	<ul style="list-style-type: none"> <li>• Physician and professional consultant progress notes</li> <li>• Physician’s orders</li> <li>• Face sheet</li> </ul>
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  - a. Excluded from the Laboratory Record are source data, including photographs, films, monitoring strips, videotapes, slides, worksheets and daily communication sheets, and shadow files or charts, unless such data is used to make decisions related to the patient’s care.
  - b. If records from other providers are used by SEPA Labs to make decisions related to the care and treatment of the patient, then these records are considered part of the Designated Record Set as well as the Laboratory Record, e.g., history and physical, discharge summary and labs from previous acute care hospitalization.
4. The Patient’s Business Office File includes, at a minimum, the following:

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- Billing demographics
  - Correspondence relating to coverage and payment from insurance companies, health plans, Medicare, Medicaid and other payor sources
  - Statements of account balance
  - Collection activity documents and correspondence
5. Personal Laboratory Records consist of the patient's personal health information provided to SEPA Labs by the patient. If such records are used by SEPA Labs to make health care related decisions, provide care services, or document observations, actions or instructions, then the records will be considered part of the Designated Record Set.
  6. The following are excluded from the Designated Record Set: Administrative data, such as audit trails, appointment schedules and practice guidelines that do not imbed PHI. Also excluded are incident reports, quality assurance data, and derived data such as accreditation reports, anonymous patient data for research purposes, public health records and statistical reports.
  7. The Designated Record Set is to be retained according to state and federal regulations and following Facility or company retention procedures.