**Designated Record Set**

**Purpose**:

To describe the contents of the designated record set for all [Insert Covered Entity name] employees.

**Policy**:

[Insert Covered Entity name] will establish the elements of its designated record set. A designated records set is a specific subset of all information maintained by [Insert Covered Entity name] with reference to a specific individual. An individual’s exercise of his/her individual rights pertains only to information contained in the designated record set. The designated record set is the group of records that [Insert Covered Entity name] uses to make decisions about individuals and includes medical records and billing records. It also includes records from other health care providers and documents that are created when an individual exercises his/her individual rights. Psychotherapy notes are not part of the designated record set.

1. The following are examples of records maintained by [Insert Covered Entity name] in its designated record set:
	1. Authorization
	2. Consent
	3. Advanced Directives (e.g., health care power of attorney)
	4. Billing Records (e.g., statements, invoices, insurance information, payment records)
	5. Patient Health History (e.g., History and Physical Examination Report)
	6. Problem List
	7. Office Notes/Progress Notes
	8. Nursing Notes
	9. Procedure Reports
	10. Photographs
	11. Physician Orders
	12. Consults
	13. Test Results (e.g., lab reports, studies)
	14. Radiology Reports
	15. Medications (e.g., orders, profiles, copies of prescriptions)
	16. Patient Education
	17. Records from other physician offices or health care providers
	18. E-mails exchanged between individual and health care provider
	19. Correspondence (e.g., referrals, consultations)
	20. Any record used by [Insert Covered Entity name] to make health care decisions about the individual
2. The following records are not part of the designated record set:
	1. Psychotherapy Notes
	2. Incident/Variance Reports
	3. Peer Review documentation
	4. Risk Management documentation
	5. Quality Improvement documentation
	6. Credentialing documentation
	7. Infection control documentation
	8. Attorney-client privileged documentation or other records subject to state or federal privilege
	9. Employee records
3. The Privacy Officer is responsible for establishing the elements of the designated record set, and maintaining such documentation for a period of at least six years.

**Reference**: 45 C.F.R. 164.501; 45 C.F.R. 164.502(d)