



## Individual's Access to (PHI)

### Policy # 3.5

## Designated Record Sets

Original  
Effective Date:  
6/21/2016

Revised Date:  
3/22/2022

**Purpose:** To 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.

**Process:**

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
  - a) All or a portion of any record used to make decisions about an Individual.
  - b) **\*\*Special Note:**
    - ***For Health Providers:*** the record is a medical or billing record
    - ***For Health Plans:*** the record concerns enrollment, payment, claims, and case or medical management.
3. A Designated Record Set will **NOT** include:
  - a) **Psychotherapy notes**
  - b) **Data collected and maintained for research**
  - c) **Peer review data**
  - d) **Performance improvement data**
  - e) **Appointment and Scheduling information**
  - f) **Employment information and records**
  - g) **Educational records**
  - h) **Metadata**
  - i) **Risk Management Work**
  - j) **Incident Reports**
  - k) **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 HIPAA Compliance and Privacy Officer with a copy of the procedure, and any revisions made to it.