Name of Policy: Designated Record Set
Policy Number: 3364-100-90-04
Department: Hospital Administration
Approving Officer: Vice President & Executive Director
Chief of Staff
Responsible Agent: Vice President & Executive Director
Scope: The University of Toledo Medical Center and its Medical Staff

Effective Date: April 14, 2003

(A) Policy Statement

The designated record set is a group of records which may be accessed by a patient/individual. The designated record set includes medical records and billing records. These records relate to the past, present or future physical or mental health or condition of an individual with provision of health care to that individual. Records relating to the payment for those services are also included.

(B) Purpose of Policy

To define and identify designated record set at the University of Toledo Medical Center (UTMC) for adherence to Health Insurance Portability and Accountability Act of 1996 (HIPAA) CFR 164.501 and 164.524e.

(C) Procedure

1. Patient may request access to their medical record through the Release of Information Unit of the Health Information Management Department.

2. Patients may request access to their billing records through the Patient Accounting Department.

Approved by: Mark Chastang
Vice President & Executive Director

Review/Revision Date: 8/9/06

Next Review Date: 8/1/2009

Policies Superseded by This Policy: 7-90-4 Designated Record Set

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.

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1 any item, collection or grouping of information that includes protected health information and is maintained, collected, used or disseminated by UTMC