

Texas Tech University Health Sciences Center El Paso HIPAA Privacy Policy

Administration	Policy: HPP 1.8
Designated Record Set	Effective Date: January 15, 2015
References: http://www.hhs.gov/ocr/hipaa ; Mammography Quality Standards Act 900.12(c)(4)(i), (ii)	
TTUHSC El Paso HIPAA Website: http://elpaso.ttuhscc.edu/hipaa/	

Policy Statement

To identify components of the patient’s designated record set as required by the Privacy Regulations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as outlined in 45 CFR, Parts 160 and 164. The patient’s designated record set will serve the underlying purpose of HIPAA, which is to provide the patient access to information on which care or payment decisions are being based. The designated record set will include records kept in any medium, i.e. paper or electronic.

Scope

This policy applies to all health care clinical service areas owned and/or operated by TTUHSC El Paso

Definitions

Refer to [HPP 1.1 for Glossary of HIPAA Terms](#).

Policy

Procedure

TTUHSC El Paso has designated the following as components of its Designated Record set:

- a. **Primary Medical Record:** Primary medical records are defined as the information needed for patient care, the unbiased chronological report of the patients direct care/treatment in the health care facility generated by or at the request of a physician or other health care provider at TTUHSC El Paso, including but not limited to:
 1. Reports of relevant physical examination;
 2. Diagnostic and therapeutic orders;
 3. Clinical observations;
 4. Reports of procedures, tests and results;
 5. Conclusions/plans at the termination of evaluation/treatment;
 6. Correspondence to or from health care providers;
 7. Prescription information.

- b. **Billing Records:** Billing records are defined as the information maintained by TTUHSC El Paso in its electronic billing system which relates to the activities conducted by TTUHSC El Paso to receive payment for the health care services it provides.

Texas Tech University Health Sciences Center El Paso HIPAA Privacy Policy

- c. Exclusions from the Designated Record Set: Secondary Records are defined as information, which is not part of the Designated Record Set, but may be filed in the physical medical record folder for convenience.

These records include, but are not limited to:

1. Copies of medical records/reports from another health care provider or institution that were sent to TTUHSC El Paso for consultation services;
2. Letters to and from the individual;
3. Requests and correspondence from insurance companies not responsible for the payment of the individual's account;
4. Correspondence to and from any attorney or record service;
5. Correspondence/reports generated by clinic personnel sent out on behalf of and at the request of the individual;
6. Audit, survey or research information;
7. All other entries which are not part of the official health record, specifically that do not contain details of direct patient care/treatment made by TTUHSC El Paso workforce members in the regular course of business at or near the time treatment was provided.

This policy and procedure will be documented and retained for a period of 6 years from the date of its creation or the date when it last was in effect, whichever is later.

Knowledge of a violation or potential violation of this policy must be reported directly to the Institutional Privacy Officer or to the Fraud and Misconduct Hotline at (866) 294-9352 or www.ethicspoint.com under Texas Tech University System.

Frequency of Review

The TTUHSC El Paso Privacy and Security Committee have authority for HIPAA policy approval

Questions regarding this policy may be addressed to the [Institutional Privacy Officer](#) or [Institutional Compliance Officer](#)

This policy may be amended or terminated at any time.

Review Date: March 26, 2019

Revision Date: May 1, 2015, September 30, 2016, April 15, 2019