PURPOSE:
The purpose of this policy is to detail elements included in the Designated Record Set to which individuals have access and detail records that are exceptions to the Designated Record Set.

POLICY:
The Designated Record Set is established for use throughout Health Quest Systems, Inc. and its affiliates (“HQ”) for purposes of identifying that information to which individuals may have the right to request access to, that is subject to the HIPAA Privacy Rule requirement.

With limited exceptions, the HIPAA Privacy Rule gives individuals the right to access, upon request, the medical records and billing records about them in one or more Designated Record Set(s) maintained by or for HQ to make decisions about the individual.

DEFINITIONS: See HIPAA Glossary

ENFORCEMENT:
All individuals whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate remedial and/or disciplinary action, up to and including termination of any employment or other relationship, in accordance with this policy.

REFERENCES:
45 CFR, Parts 160 and 164
45 CFR 164.501
45 CFR 164.524(a)
5.2.23 Designated Record Sets Procedure

POLICY HISTORY:
Supersedes: 2/27/14
Original Implementation Date: 2/27/14
Date Reviewed: 3/13/19, 3/24/20
Date Revised: 2/27/14, 3/13/19, 3/24/20

APPROVAL:

W.A. McNulty by [Signature] 3.31.20
Policy Owner Date