

UConn

Administrative Policy 2012-06 Designated Record Set

Title	Designated Record Set
Policy Owner and Contact Information	Privacy Office privacyoffice@uchc.edu
Campus Applicability	UConn Health
Applies to	All faculty, staff, residents/fellows, students, and applicable contractors
Effective Date	6/25/2020

PURPOSE:

This policy defines what constitutes the Designated Record Set in accordance with applicable UConn Health policies, federal and state laws and regulations, and accreditation requirements.

POLICY STATEMENT:

UConn Health will define, create and maintain records which comprise the Designated Record Set. Records comprising the Designated Record Set may be in any medium, paper or electronic. Not all records contained in a Designated Record Set are part of the Legal Health Record. Refer to UConn Health Administrative Policy #[2012-17 Legal Health Record](#) for further details on what comprises the Legal Health Record.

DEFINITIONS:

Designated Record Set: A group of records maintained by or for UConn Health, that is: (a) the medical records and billing records about a patient; and/or (b) used in whole or in part, by or for UConn Health, to make decisions about a patient. For purposes of this definition, the term “record” means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for UConn Health.

PROCEDURES/FORMS:

None

REFERENCES:

45 C.F.R. § 164.501

45 C.F.R. §§ 164.524, 164.526

RELATED POLICIES:

[2012-07 Legal Health Record](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed)
UConn Health Chief Executive Officer

7/1/2020

Kiki Nissen (Signed)
Administrative Policy Committee Chair

7/1/2020

Janel Simpson (Signed)
Administrative Policy Committee Chair

7/1/2020

POLICY HISTORY:

New Policy Approved: 11/13/2012

Reviewed Without Changes: 12/18/2015

Revised: 6/25/2020