

# UConn HEALTH

POLICY NUMBER 2012-06  
December 8, 2015

**POLICY: DESIGNATED RECORD SET (DRS)**

It is the policy of UConn Health to define, create and maintain records which comprise the designated record set.

**PURPOSE:**

To define the contents of the designated record set for UConn Health in accordance with applicable Health Center policy, federal, state, accrediting and regulatory requirements.

**CONTENTS (of the Designated Record Set):**

The designated record set under the Health Insurance Portability and Accountability Act (HIPAA) is a collection of records maintained by or for a covered entity that includes:

1. The medical and billing records about individuals maintained by or for a covered healthcare provider.
2. The enrollment, payment, claims adjudication and case or medical management record systems by or for a health plan.
3. Information used in whole or in part by or for the covered entity to make decisions about individuals.

Not all of the information or documents contained in a designated record set will be part of the UConn Health's legal health record. Please refer to health center policy [#2012-07 on Legal Health Record](#) for further details on what comprises the legal health record.

Reference: [Policy #2003-03 Privacy Definitions \(Privacy and Security of PHI\)](#)

Elena Albini (Signed)

1/13/16

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**Elena Albini, R.H.I.A**  
**Director of Health Information**

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**Date**

Jeffrey Geoghegan (Signed)

12/14/15

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**Jeffrey Geoghegan**  
**Chief Financial Officer**

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**Date**

Andrew Agwunobi (Signed)

1/22/16

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**Andrew Agwunobi, M.D., M.B.A.**  
**Executive Vice President for Health Affairs**

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**Date**

**New Policy: 11/13/12**

**Reviewed without changes: 12/8/15**