	Policy Number: 5515	Applies to Product Type: <input checked="" type="checkbox"/> Medi-Cal <input checked="" type="checkbox"/> CMC	Page 1 of 1
Original Effective Date: September 1, 2013		Revision Effective Date: May 1, 2017	
Policy Applies to: All Staff		Classification Series: 5500-5999 Regulatory Affairs	
Policy Title: Designated Record Sets			

Policy Statement

Under the Privacy Rule, the DRS includes medical records that are created or used by CHG to make decisions about the member. The DRS should only include HIPAA covered PHI, and should not include information used for the operational purposes of the organization, such as quality assurance data, accident reports, and incident reports. The type of information that should be included in the DRS is medical records and billing records.

Purpose

To ensure that CHG releases Protected Health Information (PHI) in accordance with the Privacy Rule, this policy establishes a definition of what information should be accessible to members as part of the Designated Record Set (DRS), and outlines procedures for requests for member access, amendment, and restriction on the use of PHI.

Procedure

The Designated Record Set:

1. The DRS for any request for access to PHI includes the following records:
 - a. All preauthorization requests, authorizations granted and records of appeals and reconsiderations
 - b. All member-specific claim and payment information, including claims, appeals, and remittance advice statements, Explanation of Benefits (EOMBs), charge screens, member account statements, and signature authorization.
 - c. Notices indicating coverage determinations and documentation submitted by the member and providers.
 - d. Amendments to PHI, or statements of disagreement by the member requesting the amendment when PHI is not amended upon request, or an accurate summary of the statement of disagreement.
2. The DRS also includes copies of records created by health care providers such as physician's offices, clinics, nursing homes, hospitals, etc., that are used by CHG as part of treatment and payment purposes related to the member.

Regulatory:

NCQA: None

Attachments: None

Department Head

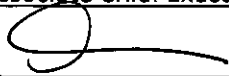
Title: Regulatory Affairs Manager
~~Compliance Officer~~

Signature: 

Date: 4-10-18

Division Chief

Title: Associate Chief Executive Officer

Signature: 

Date: 4-10-18