



Submission ID:  
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### USF Health Care

<b>New:</b>	<input type="checkbox"/>	<b>Revised:</b>	<input checked="" type="checkbox"/>	<b>Supersedes:</b>	07/12/16
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<b>Internal Guideline and Procedure Name:</b>	USF HIPAA Designated Record Set		
<b>Responsible Office:</b>	Privacy & Healthcare Civil Rights Compliance Program (PHCR)		
<b>Submitted By:</b>	Barbara Wolodzko	<b>Title:</b>	Privacy Officer

Review/Approvals:	Committee Name and/or CEO Name:	Date Approved:
<b>Oversight Committee</b> <i>(if applicable):</i>		
<b>Sr. Assoc. Vice President, USF Health Chief Operating Officer, USF Health CEO, UMSA</b>	Renee Debault	
<b>USFHC Finance, EMC or CLB</b> <i>(if applicable):</i>		

**OBJECTIVES AND PURPOSES:**

To define the term “USF HIPAA designated record set” for the purpose of clarification for standard practices and procedures that reference the term and for purposes of compliance with HIPAA regulations. See 45 CFR § 164.501

**STATEMENT OF INTERNAL GUIDELINES.**

USF HIPAA covered health care components (Covered Components) maintain the following records that are defined as the USF HIPAA DRS: (1) the medical records and billing records about individuals maintained by or for Covered Components; and (2) any other record that is used, in whole or in part, by or for Covered Components to make decisions about individuals. The term “record” means any item, collection, or grouping of information that includes protected health information (PHI) and is maintained, collected, used, or disseminated by or for Covered Components.

USF HIPAA DRS is not limited to information contained in an electronic record, but also includes any non-duplicative, electronic or paper-based information that meets the term’s definition.

**AREAS OF RESPONSIBILITY FOR IMPLEMENTATION.**

The USF HIPAA DRS is subject to access by individuals. Health Information Management (HIM) at University of South Florida Tampa General Physicians is responsible for receiving and processing requests for access by individuals to request their protected health information under 45 CFR § 164.524.

**RESPONSIBLE OFFICE:** The preceding was developed by the Privacy Officer, USF Health Privacy & Healthcare Civil Rights Compliance Program (PHCR). Any questions or concerns should be directed to the PHCR at [privacy@usf.edu](mailto:privacy@usf.edu) or (813) 974-2222.

Prior approval: Revised for name change and contact updates 02/27/24, COO 07/12/16, AVP 07/06/16, and the USF Health PSAC 12/15/15.