

LEON COUNTY EMS

Standard Operating Guideline

Title: Policy of Designated Record Sets
Effective: June 2006
Reviewed: December 2012
Revisions: 1
Pages: 2

I. PURPOSE:

To provide a guideline that will clearly define the policy on designated record sets

II. GUIDELINE:

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

Under the Privacy Rule, the DRS includes medical records that are created or used by the County to make decisions about the patient.

III. PROCEDURE:

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.

The Designated Record Sets

The DRS for any requests for access to PHI includes the following records:

The patient care report or PCR created by EMS field personnel (this includes any photographs, monitor strips, Physician Certification Statements, Refusal of Care forms, or other source data that is incorporated and/or attached to the PCR).

The electronic claims records or other paper records of submission of actual claims to Medicare or other insurance companies.

Any patient-specific claim information, including responses from insurance payers, such as remittance advice statements, Explanation of Medicare Benefits (EOMBs), charge screens patient account statements, and signature authorization and agreement to pay documents.

Medicare Advance Beneficiary Notices, Notices from insurance companies indicating coverage determinations, documentation submitted by the patient, and copies of the patient's insurance card or policy coverage summary, that relate directly to the care of the patient.

Amendments to PHI, or statements of disagreement by the patient requesting the amendment when PHI is not amended upon request, or an accurate summary of the statement of disagreement.

The DRS should also include copies of records created by other service providers and other health care providers such as first responders units, assisting ambulance services, air medical services, nursing homes, hospitals, police departments, coroner's office, etc., that are used by the County as part of treatment and payment purposes related to the patient.