

**UNIVERSITY OF FLORIDA**  
**INFORMATION PRIVACY POLICIES & PROCEDURES**  
**HEALTH INFORMATION OPERATIONAL GUIDELINES**

**The Designated Record Set**

Included in the Designated Record Set	Examples
Health records created, received, maintained, or transmitted by UF providers, including the Student Health Care Center and the Speech and Hearing Clinic.	<ul style="list-style-type: none"> <li>• The content of any written paper-based patient record held by UF;</li> <li>• Any electronic patient records not retained in the paper-based chart.</li> <li>• UF Student Health Records, except immunization records.</li> </ul>
Billing records created, maintained, or transmitted by UF health care providers, including the Student Health Care Center and the Speech and Hearing Clinic.	<ul style="list-style-type: none"> <li>• The content of any written paper-based patient account record held by UF;</li> <li>• Any patient account data in a computerized scheduling system, or electronic billing and accounting system.</li> </ul>
Other records used to make health care decisions about the individual.	<ul style="list-style-type: none"> <li>• A history and physical generated by a hospital physician, incorporated into the patient's record, and used to make decisions about the individual;</li> <li>• Copies of reports generated by other UF providers and used to make decisions about the individual, even when kept in shadow charts.</li> </ul>
Records maintained by a business associate that meet the definition of designated record set that are not duplicates of information maintained by the covered entity.	<ul style="list-style-type: none"> <li>• Records maintained by record storage companies that have agreed to manage release of information rather than returning the records to the covered entity to respond.</li> </ul>
Source data interpreted or summarized in the individual's medical or health record.	<ul style="list-style-type: none"> <li>• Interpretations of Pathology slides;</li> <li>• Interpretations of Diagnostic films;</li> <li>• Interpretations derived from Electrocardiogram tracings.</li> </ul>

Outside the Designated Record Set	Examples:
Health information generated, collected, or maintained for purposes that do not include decision making about the individual.  (Copies of patient records from other providers that were <u>not</u> used to make health care decisions about the patient, if retained, are available for inspection only, not copying)	<ul style="list-style-type: none"> <li>• Data collected and maintained for research, peer review (QA/QI); or performance/outcomes improvement purposes;</li> <li>• Appointment and surgery schedules;</li> <li>• Birth, death, and surgery registers;</li> <li>• Diagnostic or operative indexes;</li> <li>• Duplicate copies of information that may also be located in the individual's official health or billing record.</li> </ul>
Psychotherapy notes.	<ul style="list-style-type: none"> <li>• The notes of a mental health professional about counseling sessions that are maintained separate and apart from the regular health record.</li> </ul>
Information compiled in anticipation of, or for use in a civil, criminal, or administrative action or proceeding.	<ul style="list-style-type: none"> <li>• Notes taken during a meeting with our attorneys about a pending lawsuit.</li> </ul>
CLIA Documents	<ul style="list-style-type: none"> <li>• Requisitions for laboratory tests;</li> <li>• Duplicate lab results when the originals are filed in the individual's primary health record.</li> </ul>
Employer records when patient is a UF / UFP / UFJHI / UFJPI / SHCC employee.	<ul style="list-style-type: none"> <li>• Pre-employment physicals and employee health records (immunization, PPD, etc.) maintained in human resource files.</li> <li>• The results of HIV tests maintained by the infectious disease control nurse on employees who have suffered needle stick injuries on the job.</li> </ul>
Business associate records that duplicate information maintained by the covered entity.	<ul style="list-style-type: none"> <li>• Transcribed operative reports that have been transmitted to the covered entity.</li> </ul>
FERPA Student Health Records	<ul style="list-style-type: none"> <li>• Immunization Records</li> </ul>
UAA Student Athlete Records	<ul style="list-style-type: none"> <li>• Pre-Participation Physicals, drug-testing and immunization records, insurance info, diagnostic test results, progress notes, rehab notes, physician dictations, healthcare referrals and notes</li> </ul>
Source Data (Available for copying or inspection upon the specific request of the patient)	<ul style="list-style-type: none"> <li>• Pathology slides</li> <li>• Diagnostic films</li> <li>• Electrocardiogram tracings from which interpretations are derived</li> </ul>