
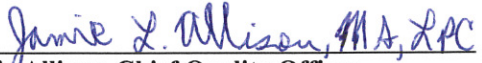




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 5043	Designated Record Set
Origination Date: April 2003	
Revision Date: December 2003; March 27, 2006; July 2008; July 31, 2009, July 27, 2012, October 1, 2013	
Reviewed Date: July 2004; March 2005; June 13, 2007, August 11, 2010, October 13, 2016	
Approved:	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) to comply with the Health Insurance Portability and Accountability Act (HIPAA) and identify and maintain a designated record set.

PROCEDURE:

1. The designated record set maintained by the CSB is defined as one which includes:
 - a) all documentation in a client's medical/clinical record that is used to make decisions about the client, and
 - b) all billing information about the client.
2. The client's medical/clinical record (designated record set) will include handwritten documents completed and filed in the individual client's paper folder, electronic information completed online in the Electronic Clinical Record (ECR) and/or documents scanned into the ECR. Billing information may be both handwritten (filed in the client's individual paper folder or scanned into the ECR) and electronic.
3. All record keeping policies of the agency will be followed in regard to security, access, and release of a client's designated record set.