

# HIPPA

Record Title	Description	Retention	Classification	Comments	Schedule #
Agency HIPAA Compliance Records	Agency documentation, including privacy operating procedures, program privacy officer list, policies, assessments, surveys, and business associate agreements/contracts. Includes any other background documentation required to show due diligence.	6 years or longer as needed for administrative purposes	Exempt 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 06/18/2003	HP-001
Complaint Files	Complaints filed by clients that include complaint forms, research and documentation, resolution letters, and copies of materials sent to complainant and other affected parties. These records are maintained at the agency level.	6 years after creation of the record	Exempt 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 06/18/2003	HP-002
County Wide HIPAA Compliance Records	Countywide documentation relating to HIPAA, the federal rule on medical records privacy. Include policies, assessments, surveys, privacy officer listings, and background documentation required to show due diligence in county HIPAA compliance. Compliance records are maintained by Records Management & Archives.	Maintain as long as rule is in effect.	Exempt 45 CFR Parts 160, 162 & 164	Review for historical value. Approved by GRAMPA 06/18/2003	HP-003
Patient Medical Record Data	Covered component records containing Protected Health Information (PHI) that includes medical, psychological, mental health, client files information or other PHI as identified by the Privacy Rule.	6 years or longer if covered by another retention	Exempt 45 CFR Parts 160, 162 & 164	PHI as determined by Designated Record Sets in paper or electronic recordkeeping systems. Approved by GRAMPA 06/18/2003	HP-004
Training Documentation Files	HIPAA training materials such as power point presentations, handouts, forms, and documentation of training including: sign in sheets, class rolls, signed training forms or other records of verification of training. **A copy of the training roster with the training title, date of training, length of training, and any other documentation must be sent to Personnel. (See Countywide policy #5550 section 6)	6 years	Exempt 45 CFR Parts 160, 162 & 164	Approved by GRAMPA 06/18/2003	HP-005
Use and Disclosure Records	These records document use and disclosure of Protected Health Information (PHI). May include authorization forms, request for disclosure, disclosure logs, forms and response letters, audit information and related records.	6 years	Exempt 45 CFR Parts 160, 162 & 164	PHI as determined by Designated Record Sets in paper or electronic recordkeeping systems. Approved by GRAMPA 06/18/2003	HP-006