

**ADAMH BOARD OF FRANKLIN COUNTY  
HIPAA Privacy Policy H.01.110**

**DESIGNATED RECORD SET**

**A. PURPOSE STATEMENT**

The purpose of this policy is to define ADAMH's designated record set and the process for providing it upon the request of an individual.<sup>12</sup>

**B. SCOPE**

This policy applies to all ADAMH workforce members, including Board of Trustees members, employees, volunteers, trainees, and other persons whose conduct, in the performance of work for ADAMH, is under the direct control of ADAMH, regardless of whether they are paid by ADAMH.

**C. POLICY STATEMENT**

1. ADAMH will define a designated record set to fulfill its requirement to provide an individual or an individual's personal representative with access to the protected health information maintained by the board.

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<sup>1</sup> CFR Title 45, Section 164.524 Access of Individuals to Protected Health Information

<sup>2</sup> O.R.C. Chapter 3798: Protected Health Information § 3798.03 Duty of covered entities