{COVERED ENTITY NAME}

DESIGNATED PERSONNEL AND RECORD SETS

Purpose: This form is used to document the designation of personnel responsible for compliance with individuals’ requests for access to, amendment of, and disclosure accounting for their protected health information, and the locations and electronic paths of documentation that makes up our designated record sets. Our designated record sets consist of all documentation that we maintain or that our agents/subcontractors maintain for us that makes up our enrollment, payment, claims adjudication, and case or medical management record systems, as well as all documentation that is used to make decisions about our enrollees. Note that it is possible that we will have little (or none) of this information on-site. For example, our health plan's third party administrator may have all of this information.

**SECTION A: Department.**

Name:

Director:

Location:

Mail Stop: E-mail:

Telephone: Fax:

**SECTION B: Designated personnel.**

The following department personnel or positions are responsible for the department’s compliance with requests for access to, amendment of, and disclosure accounting for protected health information:

**SECTION C: Designated record sets.**

The file drawers and room locations of paper documentation that is part of the department’s designated record sets:

The paths to electronic documentation that is part of the department’s designated record sets:

An individual’s protected health information may best be retrieved from the department’s designated record sets by:

* Individual’s name
* Identification number
* Social Security Number
* Other identifiers:

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