

[Company Name]

Request to Amend Protected Health Information

This form is to be used by patients who wish to request that information kept in the records of [Company Name] be amended. The following summarizes our policies and procedures with respect to amending patient information:

- Requests to amend information must be submitted in writing.
- Your request will be reviewed by the Privacy Officer and other staff members as appropriate.
- If the Privacy Officer determines that the amendment you have requested should be made, the records will be updated as required by federal regulations.
- If the Privacy Officer determines that the information in our records is complete and accurate, your request will be denied. A written notice of this decision will be sent to you as required by federal regulations. You will have an opportunity to send us a written statement explaining your disagreement with this decision. That statement will be included in your records, along with any response that we believe is necessary to help future users of the information understand that information. You will be given a copy of any response that we include in the record.

1. Information to Be Amended

Please identify the information that you believe needs to be amended in the spaces provided below. Identify the source of the information (for example, your medical records or billing records), the specific information that you believe to be incorrect and the reason you believe the information to be incorrect. If no reason is given, your request will be denied.

If you need help with this form, please contact:

Privacy Officer
[Company Phone]

Item to be changed: _____

Data source: _____

Change: _____

Reason: _____

*Response: _____

Item to be changed: _____

Data source: _____

Change: _____

Reason: _____

*Response: _____

Item to be changed: _____

Data source: _____

Change: _____

Reason: _____

*Response: _____

*Do not complete the response section.

Attach additional copies of this page as needed.

Patient Signature _____

Please sign and date this form:

Name of Patient (Print or Type)

Signature of Patient

Date

Signature of Patient Representative

Relationship of Patient Representative to Patient

2. Decision

a. Approved Amendments

The following requests for amendment of information have been approved:

- _____
- _____
- _____
- _____

This information will be corrected and other organizations to whom this information has been disclosed will be notified as required by federal regulations.

b. Requests for Amendment That Have Been Denied

The following requests for amendment of information have been denied for the reasons given section describing the information you have requested:

- _____
- _____
- _____
- _____

This information will be not amended in our records. If you disagree with this decision, you may submit a written statement of disagreement. Your statement must be limited to one standard letter-sized page (8½ inches by 11 inches) per correction. Your disagreement will be included in our records and it, or an accurate summary if it that we will prepare, will be transmitted to any entity to whom the affected information is disclosed in the future. We also may include our own comments on your statement. If we do include such a statement, you will be sent a copy of the statement.

Name

[Privacy Officer]

Signature

Date