

REQUEST TO AMEND HEALTH CARE INFORMATION

GUIDELINES

1. You have the right to amend your health care information, if you feel it is inaccurate or incomplete.
2. To request an amendment to your health care information, please complete the following form and submit it to us.
3. We will review the request and may decide to deny the amendment. Reasons why we would deny the amendment include, but are not limited to, the following: (a) we feel it is false or misleading or (b) we feel that it could cause harm to you or to someone else.
4. When you refer to a document, or documents, in your health record, you will need to describe each document individually so it can be identified.
5. If we accept your amendment, it will be attached as a permanent document in your health record. When you make a reference to specific document, or documents, in your record, a note will be appended to each such document referencing your amendment. If you do not identify specific documents or state "all", then your amendment will be added as a separate document into your record and no notes will be appended to other documents.

I hereby request that health care information maintained on the following patient be amended:

Patient Name: _____

Patient Birthdate: _____ Patient SSN: _____

The following documents are the ones I wish to reflect the amended information: *(if necessary, please attach additional pages)*

DATE OF INFORMATION	DESCRIBE THE INFORMATION (MEDICAL RECORD, LAB RESULTS, ETC.)

I would like my information amended to include the following: *(if necessary, please attach additional pages & documentation)*

The information should be amended for the following reasons: *(incorrect, incomplete, etc.) attach additional pages if necessary*

This information is requested by:

Please print name

If not the patient, what is your relationship to the patient?

Signature

Date

FOR OFFICE USE ONLY

Amendment has been: Approved Denied Records Amended No Action Taken

If denied the reason is: Health Care Information was not created by this organization
 Health Care Information in question is not available for review due to federal or state law
 Health Care Information is complete and accurate

Comments: _____

Signature of staff who reviewed request

Date

Print name and title