REQUEST TO AMEND PROTECTED HEALTH INFORMATION

Date: _____

Name: _____

Date of birth: _____

Medical Record #: _____

Please tell us what protected health information you want changed:

_____

_____

_____

_____

Please tell us why you want this change. You must give a **reason**:

_____

_____

_____

_____

We must tell you within 60 days if we will change your protected health information as you requested, or tell you that we need more time (up to 30 extra days) to decide.

Tell us where to send you a letter:

_____

_____

_____

_____

Give a phone number so we can call you: _____

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If we decide to change the health information as you requested, we will send the change to any person who received the information before it was changed. Tell us if there are any such persons who need the changed information:

❒ No. Initials: _____

❒ Yes. Please list the persons' names and addresses:

_____ _____

_____ _____

_____ _____

We do not have to change your protected health information if:

1. We did not create the information.
2. The information is accurate and complete.
3. You do not have the legal right to access the protected health information you wanted changed.
4. The protected health information you want changed is not part of the designated record set. This includes your medical records, billing records and records containing your protected health information that are used by us to make decisions about you.

If you believe your privacy rights have been violated, you may file a complaint with the hospital or with the Secretary of the Department of Health and Human Services. To file a complaint with UCDHS, contact the Health Information Management Department at 734-5217. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

_____ _____

Signature of patient or representative If representative, give relationship

When you have finished filling out this form, please send it to UCDHS-HIM Department, 2315 Stockton Blvd., Sacramento, CA 95817, or bring it to the Health Information Management Department at UCDHS.