

Chart Addendum, Amendments & Integrity Correction Process

Who may request a chart amendment?

Who may request a chart addendum?

Who may request a chart correction?

Who processes these types of requests?

Where can I find more information and resources about the process?

[Visit HIM Website](#)

[Visit Chart Correction/Integrity Website](#)

Review P&P 2309 - [Legal Medical Record Designation](#)

Review P&P 2307 – [Medical Record Documentation Standards](#)

HIM Oncall 24X7 team may be contacted via Help Desk at 916-734-HELP (916-734-4357) or send email to hs-him@ucdavis.edu

Any additional questions?

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Patient or Clinical Author requests a Chart Integrity Correction

The HIM Department works with the requestor (patient or clinician) to process such requests.

Patient requests a State of California Chart Addendum

California Health and Safety Code section 123111 (a) gives patients the right to give a clearly written request to UCDH to incorporate a written addendum within the patient chart. This written document is limited to 250 words. HIM, on behalf of UCDH, will incorporate the addendum to the patient's records and will verify that releases of records and disclosure related to the content added will be released to any third party.

Patient requests a HIPAA Chart Amendment

HIPAA allows an array of individual rights with respect to health information, including requesting a chart amendment. The HIM Department works with the patient to process such requests. The [HIPAA form](#) is used, and policy section P&P 2307 is followed when processing such request. All clinicians receiving inquiries from the patient should forward to HIM Hs-him@ucdavis.edu to assure that policy is followed.

HIM will partner with clinician authors to process the HIPAA and State request with the corrections or denial.

Checklist for Adding, Amending or Correcting Clinical Information in the Medical Record

- ✓ A patient's request to addend or amend his/her records must be in writing and submitted to HIM. (hs-him@ucdavis.edu)
- ✓ HIM will partner with the clinical author to triage, vet, and process the request and correspondence related to the request.
- ✓ HIM will complete the request within the legally required maximum of sixty (60) calendar days after receiving the written request.
- ✓ The clinical author will be asked to evaluate the clinical content.
- ✓ Should the author decide that the request is reasonable, a correction will be made in the patient's legal medical record. Per UCDH policy 2307 "the person who made the incorrect entry should correct the entry".
- ✓ HIM will manage and complete all legally required correspondence and manage the possible previous disclosures which may have occurred prior to the correction.
- ✓ A copy of the request will be documented in the patient's electronic Health Record.
- ✓ HIM will work with coding, billing and downstream applications that may need to be engaged in the correction process.