

**REQUEST FOR AMENDMENT/CORRECTION OF PROTECTED  
HEALTH INFORMATION**

Employee Name:  
Street Address:  
City/State/Zip:

Request Date:  
Birth Date:  
Identification #:

**WHAT NEEDS TO BE AMENDED/CORRECTED & WHY**

Entry to be amended:

Date & Author of Entry:

Please explain how the information is incorrect or incomplete. What should the information state to be more accurate or complete?

Would you like this amendment sent to anyone to whom we may have disclosed this information in the past? If so, please specify the name and address of the organization or individual.

Names & Addresses:

I understand that the provider may or may not amend the medical record with an amendment based on my request, and under no circumstances is the provider permitted to alter the original medical record. In any event, this request for an amendment will be made part of my permanent medical record.

\_\_\_\_\_  
Signature of Employee or Employee's Legal Representative

\_\_\_\_\_  
Date

**FOR HEALTH PLAN/INTERNAL USE ONLY**

Date received:                       Accepted     Denied

If denied, check reason for denial:

- |   |   |
|---|---|
| <input type="checkbox"/> PHI was not created by this organization   | <input type="checkbox"/> PHI is not part of patient's designated record set |
| <input type="checkbox"/> PHI is not available to the patient for inspection as permitted by federal law (e.g., psychotherapy notes) | <input type="checkbox"/> PHI is accurate and complete                       |

Comments

- Individual was informed of denial in writing (attach letter of communication)

\_\_\_\_\_  
Signature/Title of Benefits Manager

\_\_\_\_\_  
Date