

Your Practice Name Here

Medical Record Amendment Policy

Policy effective date: _____

Any patient may request that his/her medical record be changed, corrected, or amended. This request must be in writing and must include the reason for the desired change, amendment, or correction.

This practice may accept or deny this request and will inform the patient in writing of the decision within 60 days. One 30-day extension is permitted if the patient is notified of the reason for the delay. If the request is denied, the practice must give a reason for denying the request. The patient may file a written rebuttal to the denial.

Denying a request to amend the medical record may be due to, but not limited to, some of the following reasons: information is not part of the designated record set; information is complete and accurate; under HIPAA the patient is restricted from accessing or amending this information.

Requests will be retained for six (6) years and must be included in future releases of the patient's protected health information (PHI). If the amendment request has been denied, this denial letter must also be included in future PHI disclosures.

Requests for amendment of medical records should be submitted to the privacy officer for action.