

VALLEY PRESBYTERIAN HOSPITAL

REQUEST TO AMEND PROTECTED HEALTH INFORMATION

Date: _____ Medical Record #: _____

Patient Name: _____ Date of Birth: _____

Please tell us what protected health information you want changed:

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

NOTE: We cannot delete or destroy any information already included in your medical record. We can only add clarifying or correcting statements.

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: _____

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 Initials: _____

Please list the persons' names and addresses:

(Front)

We will also send the amendment to other persons that we know received the information before it was amended if they relied, or might in the future rely, on the information to your detriment (harm). Do you agree to this?

No Initials: _____

Yes Initials: _____

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

1. We did not create the information, unless the person who created the information is unavailable to act on your request to change it (for example, the doctor who originally created the information has died). If this exception applies to you, please explain:

2. The information is accurate and complete.
3. You do not have the legal right to access the protected health information you want 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.

Date: _____ Time: _____ AM / PM

Signature: _____
(*patient/legal representative*)

If signed by someone other than patient, indicate relationship: _____

Print name: _____
(*legal representative*)

For more information about this form and its content, contact the Health Information Management Department at (818) 902-2939.

For more information about your privacy rights, see the “Notice of Privacy Practices” available on our website at www.valleypres.org, or by sending a written request to Valley Presbyterian Hospital, 15107 Vanowen Street, Van Nuys, CA 91405.

If you believe your privacy rights have been violated, you may file a complaint with the hospital or with the Secretary of the U.S. Department of Health and Human Services. To file a complaint with the hospital, contact the Compliance Officer at (818) 782-6600. All complaints must be submitted in writing.

You will not be penalized for filing a complaint. All complaints must be submitted in writing.

When you have finished filling out this form, please send it to Valley Presbyterian Hospital, 15107 Vanowen Street, Van Nuys, CA 91405, or bring it to the Health Information Management Department at Valley Presbyterian Hospital.

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