



PATIENT REQUEST TO AMEND A DESIGNATED RECORD SET

This form must be complete and legible in order to be processed.

Top Section Complete all fields.

Section 1 Fill in this section with the name of the provider who recorded the information, the date of service, and the specific report where the item is to be corrected (e.g. Discharge Summary, History & Physical, etc.). Under “explanation”, state the correction that needs to be made. If extra space is required, include an additional page with this request.

Section 2 If we decide to change the information as you requested, we will send the change to any person who received the information before it was changed. Complete this section if you wish us to send the amended documents to another party, such as an insurance company or an attorney. If there is more than one party that needs a copy, include an additional page with this request.

Section 3 The patient usually signs this form. If a personal representative completes this form on behalf of the patient, proof of authority must be provided.

Important The physician or provider may or may not supplement the record with an addendum based on this request. The physician or provider cannot alter the original documentation in the record. Your request may be denied if:

- The information did not originate at Kadlec;
- The information is, in our judgment, accurate and complete;
- You do not have the legal right to view or access the information you want to change;
- The information is not part of the medical and/or billing records we use to make decisions about your care, treatment, and payment.

A letter of acceptance or denial will be provided within ten (10) business days. If you disagree with the denial letter, you have the right to submit a statement of disagreement or an addendum to be added to your medical records. All documents related to the request for amendment will become part of your permanent medical record and will be included with any future authorized disclosures. Kadlec may add a rebuttal statement in response to the statement of disagreement. If you have any concerns with this request, please contact the Release of Information (ROI) Department at **509-942-2017**.

Please return completed form to:

**Kadlec Regional Medical Center
Health Information Management
800 Swift Blvd, Suite 180
Richland, WA 99352**

Fax: 509-942-3091

Email: roi.mailbox@kadlec.org



PATIENT REQUEST TO AMEND A DESIGNATED RECORD SET

Patient's Name: _____ DOB: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip Code: _____

1. I request to make an amendment/correction to the documentation made by:

Provider: _____ On this date: _____
At facility: _____
To document or section: _____

Explanation of requested changes (you may attach a separate page if needed):

2. Please send a copy of the amended documents to this company or individual:

Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

We will also send the amendment to other persons that we know have received the information if they relied, or might in the future reply, on the information to your detriment or harm.

3. _____ Date: _____
Signature of Patient or Personal Representative

If personal representative signs this request on behalf of the patient, complete the following:

Print Name: _____
Relationship to Patient: Power of Attorney for Healthcare* Legal Guardian*
Parent Other: _____

***Attach legal documentation if you are the legal guardian or Power of Attorney for Healthcare**

For Internal Use Only

Date Received: _____ Initials: _____ MRN: _____
Sent to: _____ Date: _____
 Amendment Accepted. Corresponded with patient/representative on this date: _____
 Denied. Reason: _____