

PHI AMENDMENT REQUEST



I would like to request an amendment to the following patient information:			
Name	DOB	Telephone No.	
Current Address	City	State	Zip
Name of Personal Representative requesting amendment (if applicable):			
I believe the following information is not accurate in the record:			
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____			
I think the information is not accurate because:			
_____ _____ _____ _____ _____ _____			
This information can be found in the following documents:			
_____ _____ _____			
This information was for treatment provided on the following date(s):			
_____ _____ _____			
Signature of Patient or Personal Representative	Relationship	Date	Time

Send this information to: Fax to (701) 857-5778, Email to Trinity.ROI@trinityhealth.org or Mail to HIM, Trinity Hospitals, PO Box 5020, Minot, ND 58702-5020



PATIENT LABEL OR PATIENT NAME: _____ PATIENT DOB: _____
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What is an amendment, and what do I do if I think the information is wrong in a record?

- An amendment is a formal request to alter or add to a record. It is used in cases where you do not feel the original documentation accurately reflects the condition, diagnosis, treatment, or other actions relating to the health care provided to the person.
- We require you to request the amendment in writing.
- We need for you to be as specific as possible regarding the information you believe is not accurate, as well as why you think so, to aid us in making decisions about your request.
- You may request one or many amendments be made; each one will be considered separately.

What happens if my amendment is approved?

- Because the original records are legal documents, the actual disputed wording does not change. However, the amendment will be attached to the record for future use.
- Normally, we will let you know if the amendment has been approved within 60 days. If we can't decide within 60 days, we will let you know why we are having a problem and may take up to another 30 days.
- We will forward a copy of the amended information to you as soon as it is ready.
- We will try to identify and send copies to anyone who already has copies of the original document, if we know the original information might be used to your disadvantage.
- You may also tell us where to send copies. We can send these to other health care providers or health insurers you designate. We will also send you an authorization form, in case you want us to send records to someone outside the health care community.

Why would my amendment be denied?

- We may determine a Trinity Health employee or provider did not create the disputed information, so we cannot amend the document. We will try to assist you on how to contact the right individual however.
- We may find the disputed information is in a record that is never used to make health care treatment or payment decisions about you.
- The information may be a record that Federal law says is not available for you to amend.
- The author of the information believes the record is accurate and complete as it was originally.

What happens if my amendment is denied?

- Normally, we let you know if the amendment has been denied within 60 days. If we can't decide within 60 days, we will let you know why we are having a problem, and may take up to another 30 days.
- We will send you a letter with an explanation of why your amendment request was denied.
- We will let you know to whom you can complain, both at Trinity Health and the federal agency that deals with these complaints.
- You will have one of three options.
 - Option 1; Do nothing
 - Option 2: You can ask us to send a copy of a summary of your request and our response every time a copy of the disputed information is released, OR
 - You may submit a written statement of disagreement to ask us to reconsider.
- If you submit a written statement of disagreement, we will review the request again. We may send you a copy of our rebuttal statement, if we still disagree.
- If we reconsider based on your additional statement, we will let you know the amendment was approved.
- If we still deny the amendment, after this second review, a summary of your written statement and our rebuttal will be included anytime the disputed information is released in the future.