Providence

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 healthcare provider who recorded the information, the date of service, the specific report where the item is to be corrected, e.g. Discharge Summary, History & Physical, etc. Under explanation, state the change that needs to be made. If extra space is required, include an additional page with this request.

Section 2: If the information is amended as you requested, we will send the change to any person who received the information prior to amendment. 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 need 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 healthcare provider may or may not supplement the record with an addendum based on this request. The healthcare provider cannot alter the original documentation in the record. Your request may be denied if:

- The information did not originate at Providence Health & Services;
- The information is, in the healthcare provider's judgment, accurate and complete;
- You do not have the legal right to view or access the information;
- The information is not part of the medical and/or billing records used to make decisions about your care, treatment, and payment.
- The person who created the information is not available to act on the request (for instance, the originator has passed or moved away.)

We will accept or deny your request within the time frame specified by state or federal law. If you disagree with our denial, 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. If you have any concerns with this request, please contact Providence Health & Services at 1-855-360-3464.

Please return completed form to: **Queen of the Valley Medical Center**
Health Information Management Dept.
1000 Trancas St.
Napa, CA 94558
Fax: (707) 934-2928
Email: NorCalAmendments@providence.org

3600

Providence

PATIENT REQUEST TO AMEND A DESIGNATED RECORD SET

For Which State: ☐ Alaska ☐ California ☐ Montana ☐ Oregon ☐ Washington

Patient's Name: _____ DOB: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ @ _____

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

Provider: _____ On this date: _____

At this facility: _____

To document or section: _____

Explanation of requested changes (you may attach a separate page if needed): There is a 250 word max per alleged incomplete or incorrect item.

_____

_____

_____

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

Name: _____

Full 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 rely, 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 Health care

For Internal Use Only

Date Received:_____Initials_____MRN_____