

**Please complete the following information:**

1. Today's date: \_\_\_\_\_
2. Patient Full Legal Name: \_\_\_\_\_
3. Birth date: \_\_\_\_\_ Patient Phone Number: \_\_\_\_\_
4. Patient #: \_\_\_\_\_ (Facility use only)
5. Patient street address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. Describe the information you want amended (e.g., lab test results, physician notes)  
\_\_\_\_\_
7. Provide the date(s) of the information to be amended (e.g., date of office visit, treatment, or other health care services)  
\_\_\_\_\_
8. What is your reason for making this request? \_\_\_\_\_  
\_\_\_\_\_
9. How is the entry incorrect or incomplete? \_\_\_\_\_  
\_\_\_\_\_
10. **Please attach the written amendment.**
11. Do you know of anyone who may have received or relied on the information in question such as your doctor, pharmacist, health plan, or other health care provider?  
If yes, please specify the name(s) and address(es) of the organization(s) or individual(s).  
\_\_\_\_\_  
\_\_\_\_\_
12. If the amendment is accepted, do we have your permission to share the amendment with individuals who have received this information? \_\_\_\_\_

\_\_\_\_\_  
Signature of patient/legal representative Date

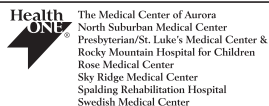
\_\_\_\_\_  
Individual other than patient Relationship Date

**FOR HEALTHCARE ORGANIZATION USE ONLY**

Amendment has been:     Accepted     Denied

Signature of Facility Privacy Official: \_\_\_\_\_ Date: \_\_\_\_\_

- Patient has not filed a Statement of Disagreement, but requests that any future releases include the requested amendment and denial information.
- Patient has filed a Statement of Disagreement that **must** be released along with other documentation with any future releases of information.
- Facility/provider appended written response (rebuttal) and forwarded to patient.
- Facility/provider did not provide a response/rebuttal.



**Patient Information/Label**

**Request For Amendment  
Of Health Information**

Copy 1 - FPO    Copy 2 - Patient

