BAPTIST EMERGENCY HOSPITAL

A COMMUNITY BUILT ON CARE

REQUEST FOR AMENDMENT OF PROTECTED HEALTH INFORMATION

This form applies to all your inpatient and outpatient services within Baptist Neighborhood Hospital Converse, Baptist Neighborhood Hospital Rigsby, Baptist Neighborhood Hospital Hausman, Baptist Neighborhood Hospital Kelly, Baptist Neighborhood Hospital Shavano Park, Baptist Neighborhood Hospital Overlook Parkway, Baptist Neighborhood Hospital Schertz Parkway, Baptist Neighborhood Hospital Thousand Oaks, Baptist Neighborhood Hospital Westover Hills, and Baptist Neighborhood Hospital Zarzamora (the "Hospital").

Patient's Name: _____
Last **First** **Middle**

Home Address: _____

_____

Home Phone: _____

Date of Birth: _____

Date of Request: _____

Facility Name: _____

I hereby request that you amend **[please check all boxes that apply]:**

☐ My medical records.
☐ My billing records.
☐ My enrollment, payment, claims adjudication, case or medical management records.
☐ My records used by or to make decisions about me.
☐ All as more specifically described below

_____
_____
_____

I understand that the Hospital may deny this request as permitted under federal law. I further understand that if the Hospital denies my request, I will be informed in writing by the Hospital of its reason for the denial and what I should do if I disagree with the denial. I further understand that the Hospital will notify me of its decision to accept or deny my request within sixty (60) days of receiving this request. If the Hospital is unable to comply with my request within this time frame, I understand that it may extend the applicable deadline for up to an additional thirty (30) days) by notifying me in writing. I further understand that this request and any decision regarding this request will be included in my medical record.

1. Describe the information you want amended (e.g., procedures, nursing/physician notes, test results):

   _____
   _____
   _____
   _____

2. Date(s) of information to be amended (e.g., date of visit, treatment, or other health care services) ___/___/_____; ___/___/_____; ___/___/_____; ___/___/_____

3. What is your reason for making this request?

   _____
   _____
   _____
   _____

4. How is the entry incorrect, incomplete, or outdated?

   _____
   _____

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5. What should the entry say to be more accurate or complete (Please be as specific as possible)?

_____

_____

_____

6. Do you know of anyone who may have received or relied on the information in questions (such as your doctor, pharmacist, health plan, or other health care provider)?

☐ Yes
☐ No

If yes, please specify the name(s) and address(es) of the organization(s) of individual(s):

_____

_____

_____

Signature of Patient or Patient's Personal Representative

_____ Date ___/___/____

For Internal Use Only: The identity of the requestor has been validated either with a government issued picture ID, such as a driver's license or passport, or comparison of signatures documented in the PHI records.

_____

Signature of employee validating identity

Visit #:_____

Facility Name: _____

Amendment has been: ___ Accepted ___ Denied

If denied, check the reason for denial:

☐ PHI was not created by the Hospital
☐ PHI was created by individual who is no longer an employee or provider for the Hospital
☐ PHI is not part of the Patient's Designated Record Set
☐ PHI is not accessible by the patient under the Hospital's policy regarding the Patient's right to access his or her Protected Health Information

☐ PHI is accurate and complete

Comments:

_____

_____

_____

Signature of Reviewer: _____
Title of Reviewer: _____
Date: ___/___/____