

Sample Letter Accepting Individual's Request for Amendment of Health Information

Mr. John A. Doe
123 Blank Street
Anytown, Louisiana 12345

January 1, 2003

Mental Health 123456
Record #:
Filed: 00-00-00
Completed: 00-00-00

Dear Mr. Doe:

Thank you for submitting to us your "Request for Amendment/Correction of Health Information". Your request was forwarded to the _____ (designated official for review).

Your request has been accepted, and the appropriate amendment has been made and added to your mental health record. If you so indicated on your initial request, the amended information will be forwarded to the organizations or individuals you identified. If you did not indicate that we should forward the information, but would like us to do so, or if you would like us to forward the information to additional organizations or individuals, please contact (contact name (or department), address, and phone number).

Thank you for providing us with this opportunity to serve you and improve the accuracy and completeness of your health information. We look forward to continuing to serve your healthcare needs.

Sincerely,

Jane A. Doe, Privacy Officer
Anytown Community Hospital