

Sample Letter Denying Individual's Request for Amendment of Health Information:

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

January 1, 2003

Medical Record #: 123456
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 denied for the following reason(s):
- The information was not created by this practice
- The information is not part of your designated record set
- The information is not available to you for inspection as permitted by federal law (e.g., psychotherapy notes)
- The information is accurate and complete.

If you disagree with this denial, you may file a written statement of disagreement with the (define appropriate organizational contact/office here). Please limit your statement to one typewritten page or two handwritten pages. If you choose not to file a statement of disagreement, you may request that we include your Request for Amendment/Correction of Health Information, as well as this denial of your request, with any future disclosures of the protected health information that is the subject of the requested amendment.

If you feel that you would like to file a complaint with the Secretary of the federal Department of Health and Human Services, you can address your complaint to 200 Independence Avenue, S.W.; Washington, DC 20201, or reach the Secretary by phone at (202) 690-7000.

Sincerely,
Jane A. Doe, Privacy Officer
Anytown Community Hospital