

Sample Letter Responding to Individual's Statement of Disagreement for Denial of 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:

We received your "Statement of Disagreement" in response to our letter notifying you that we denied your "Request for Amendment/Correction of Health Information". As part of the amendment request procedure, your initial request, your statement of disagreement, and supporting documents were forwarded for further review to a third party within our organization, who was not involved in the original decision to deny your request.

After considering your initial request, our denial of the request, and your statement of disagreement, along with your medical record, the third party determined that:

- The initial "Request for Amendment/Correction of Health Information" that you submitted will be honored and the requested amendment will be made.
- Your request continues to be denied. Your request for amendment, our denial of the request, your statement of disagreement, and our rebuttal statement, will be added to your medical record and will be included with any future disclosures regarding that information. (Please note that a "rebuttal statement" is not required. If our organization prepared one, it is enclosed with this letter.)

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