

INDIVIDUAL REQUEST TO CORRECT OR AMEND A RECORD

NAME OF PLAN:

TO: PRIVACY OFFICER OF PLAN SPONSOR

I request the group health plan to amend the protected health information in its designated record set.

Specific Statement of Amendment Request

Specific Reason for Amendment Request

I understand that if the protected health information was not created by the group health plan, the group health plan is not required to honor my request. For example, if the information I wish to amend is in a medical report created by my physician, I must ask the physician, not the plan to amend the report. I also understand that if the information is not available for my inspection, is not part of the plan's designated record set or is already accurate and complete, I cannot amend the information.

I understand that the group health plan will respond to my request within 60 days.

Signature: _____

Date: _____

Send this request to:

**Privacy Officer
Street
City State Zip**