

RE: The Right of Amendment

Dear Patient:

Beebe Healthcare is committed to allowing our patients to exercise their right to request an amendment to information contained in their designated record set according to the guidelines set for under 45 CFR §164.524, and other applicable federal, state and/or local laws and regulations.

Per Beebe Healthcare policy, all requests for amendments to your medical record must be in writing and forwarded to the Director of the Health Information Management. The Individuals requesting an amendment to their PHI must document the reasons that support their assertion of the need to amend their record. Once the request for amendment is received by the department director it will be forwarded to the physician and/or the department affected by the requested amendment for review of medical information or data under scrutiny.

After investigating the accuracy of the affected information, the Director of Health Information and will then respond to the patient via the Response to Request for Amendment form. This form will serve to notify the patient or their personal representative of Beebe's findings and will reflect their decision to accept or deny the request for amendment.

A patient's request for amendment may be denied if the request for PHI or record:

- Was not created by Beebe Healthcare; or the originator of the PHI is no longer available.
- Is not part of the designated record set;
- Would not be available for inspection under the requirements for individual rights to access PHI; or
- Is accurate and complete.

Please find enclosed a copy of the "Request for Amendment of Protected Health Information." Please complete the form and return it to the Health Information Department.

Respectfully,

Beebe Healthcare
Health Information Director
424 Savannah Road
Lewes, DE 19958