

CLIENT'S REQUEST FOR AMENDMENT TO RECORD

HIPAA regulations allow our clients the right to view, inspect, amend, and request a copy of their health information. At Davis Behavioral Health, our standard is accurate documentation; therefore requests to amend records will be given serious consideration. Under certain circumstances, these requests may be denied. A client must show picture identification before his/her records will be released and/or amended.

Date of Request:
Date Received by Privacy Officer:

Name:
Address:
Birth date:
Social Security Number:
Information to be amended:
Reason for amending records (not optional):

Treatment Coordinator:

Signature:	Date:
Witness:	Date:

By signing this document, I agree to the following conditions as outlined by the HIPAA regulations: (Please see reverse side for details).
 Prior to amending of records, your chart will be reviewed a licensed mental health professional at Davis Behavioral Health.

DBH shall respond to all written requests for amendment within sixty (60) days from the date of the request. In rare circumstances, DBH be unable to respond within sixty (60)

