

**PATIENT REQUEST FOR Radiology Ltd. TO CORRECT OR AMEND HEALTH INFORMATION**

Date: \_\_\_\_\_

Patient Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Patient phone contact information: \_\_\_\_\_

Patient or Legal Representative Signature if applicable: \_\_\_\_\_

Date: \_\_\_\_\_

If signature other than patient, Relationship to patient: \_\_\_\_\_

Please explain what the information in the record should say to be more accurate or Complete:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We will review your request and respond within 60 days of receiving your request. A copy of your request will be added to the record. We will send the changes to you and anyone who received the information in the past.

**To be completed by the practice/health care facility**

Date Received: \_\_\_\_\_ Correction/Amendment has been:  accepted  denied

*The review of this request for correction/amendment has been delayed.*

*Your request will be processed by the following date: (not later than 30 days after the request)*

- *The existing health information is accurate and complete.*
- *This request does not pertain to the patient's medical & financial records.*
- *Due to federal & state laws, this information is not available.*
- *This health information was not created by Radiology Ltd.*
- *The record no longer exists or cannot be found.*

Details of Denial: \_\_\_\_\_

Radiologist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewing Staff Signature & Title \_\_\_\_\_

Date: \_\_\_\_\_ MRN: \_\_\_\_\_

If this request is denied you may file a written statement to Radiology Ltd. disagreeing with the denial or you may choose to request that Radiology Ltd. provide your request for amendment and denial with any

future disclosures of the PHI by sending this statement to the HIPAA Privacy/Security Officer, Crystal C. Atwell @ 677 N. Wilmot Rd Tucson, AZ. 85711."

If you believe your privacy rights have been violated you may file a complaint with our office and or the Secretary of the Dept. of Health & Human Services, 200 Independence Ave., S.W., Room 509F, HHH building, Washington, D.C.20201. You may contact Crystal C. Atwell, HIPAA Privacy/Security Officer @ phone #520- 545-1969, e-mail: crystal.atwell@radltd.com, or to 677 N. Wilmot Rd., Tucson, AZ. 85711.