PURPOSE:
In accordance with HIPAA, this policy sets forth the right of patients to request an amendment to their information located within the Designated Record Set (see Definitions, below) when they believe the information is inaccurate or incomplete. This policy also sets forth HIPAA’s requirements and limitations in handling a request to amend.

POLICY STATEMENT:
UConn Health allows patients or their authorized representatives to request an amendment to their information located within the Designated Record Set as required by HIPAA.

1. Patients have the right to request an amendment to information contained in the individual’s Designated Record Set for as long as the records are maintained by or for UConn Health.
2. Patient requests for amendment may be made in writing using the designated UConn Health form. (See Forms, below).
3. UConn Health must act on the patient’s request for amendment no later than sixty (60) days after receipt of such request. UConn Health will have a one-time extension of up to thirty (30) days for an amendment request if necessary, provided UConn Health gives the individual a written statement of the reason for the delay, and the date by which the amendment request will be processed.
4. UConn Health may deny the request for amendment if the information that is the subject of the request:
   a. Was not created by UConn Health,
   b. Is not part of the individual’s Designated Record Set,
   c. Would not otherwise be available to the patient for viewing, or
   d. Is accurate and complete.

DEFINITIONS:

Designated Record Set: A group of records maintained by or for UConn Health, that is: (a) the medical records and billing records about a patient; and/or (b) used in whole or in part, by or for UConn Health, to make decisions about a patient. For purposes of this definition, the term “record” means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for UConn Health.
PROCEDURES/FORMS:

Patient Right to Request Amendment to Health Information Procedures
Request for Amendment of Health Information Form HCH 1352

REFERENCES:
§ 164.526 Health Insurance Portability and Accountability Act of 1996

RELATED POLICIES:
None

ENFORCEMENT: Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed) 12/7/2020
UConn Health Chief Executive Officer

Kiki Nissen (Signed) 12/4/2020
Administrative Policy Committee Vice-Chair

Janel Simpson (Signed) 12/4/2020
Administrative Policy Committee Chair

POLICY HISTORY:
New Policy Approved: 1/12/16
Revised: 9/14/20, 12/7/20 Renumbered from 2003-17C
Replaces Policy: 2003-17 which was effective 4/12/11, and revised on 12/10/13.