



Administrative Policy

2020-12 Patient Right To Request Amendment To Health Information

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| Title | Patient Right To Request Amendment To Health Information |
| Policy Owner and Contact Information | Privacy Office privacyoffice@uchc.edu |
| Campus Applicability | UConn Health |
| Applies to | UConn Health workforce, including vendors and contractors |
| Effective Date | 12/7/20 |

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)
UConn Health Chief Executive Officer

12/7/2020

Kiki Nissen (Signed)
Administrative Policy Committee Vice-Chair

12/4/2020

Janel Simpson (Signed)
Administrative Policy Committee Chair

12/4/2020

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.