MAYO CLINIC

Medical Record Information Amendment Request

Health Information Management Services

If there is information in your Mayo Clinic medical record that you believe is inaccurate or incomplete, you have the right to request the information be changed or amended.

The request for amendment must be in writing. The request must come from you as the patient, or your legally designated representative. Follow the procedure outlined below:

Make a copy of the report in question. In blue or black ink, strike through the information you do not agree with, write in what you believe to be the correct information, and sign and date the copy. Do not use highlighter.

Make sure your request includes:

- Reference to the specific information you would like amended.
- The specific change or amendment you are requesting.
- The reason you are requesting the amendment.
- The date you are submitting the request.
- Your signature or your legally designated representative's signature.

Submit your request to Mayo Clinic Health Information Management Services (HIMS) Amendment Request Specialist

By mail:	or	By fax:	or	By Email:
Mayo Clinic Health Information Management Services Attn: Amendment Request Specialist 200 First Street SW Rochester, MN 55905		507-422-0970		HIMSAMENDMENTREQ@mayo.edu

Your request will be reviewed by staff at Mayo Clinic and you will be notified of the decision in writing. The Health Insurance Portability and Accountability Act (HIPAA) provides 60 days for processing.

Mayo Clinic may deny a request for amendment based on the following circumstances:

- The information in the record is deemed to be accurate and complete.
- The request is not in writing or does not include a supporting reason.
- The information you want to change was not created by Mayo Clinic.

If Mayo Clinic denies your request for an amendment, you will receive a written explanation of the denial. If you disagree with the explanation, you can submit a written disagreement or you can ask that your request for amendment and explanation of the denial be included with any future disclosures of the health information that is the subject of the requested amendment.

If you have questions, contact Mayo Clinic Health Information Management Services at 715-838-6388, option 3.

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