



Allegheny County
Department of Human Services
One Smithfield Street
Pittsburgh, PA 15222
1-800-862-6783
412-350-5891 (fax)

Health Information Amendment Form

Request for Amendment of Health Information

Client's name: _____ Birth date: _____

Client ID number (if known): _____

Client's address: _____

Date of entry to be amended (if known): _____

Type of entry to be amended (if known): _____

Please explain how the entry is inaccurate or incomplete. What should the entry say to be more accurate or complete?

Would you like this amendment sent to anyone to whom we may have disclosed the information in the past? If so, please specify the name and address of the organization or individual.

Signature of individual or personal representative

Name: _____ Date: _____

FOR DEPARTMENT USE ONLY:

Date Received _____ Amendment has been: Accepted Denied

If denied, check reason for denial:

- Record was not created by this organization. Record is not part of individual's designated record set.
- Record is not available to the individual for inspection as required by federal law (e.g., psychotherapy notes). Record is accurate and complete.

Comments

If your request to amend health information is denied, please be advised that you have the right to submit a written statement (not to exceed 60 words) disagreeing with the denial.

The statement should be submitted to:

DHS Privacy Officer
Department of Human Services
Human Services Building
One Smithfield Street, Suite 252
Pittsburgh, PA 15222

If you choose to not complete a statement of disagreement, you may request that the department provide your request for amendment and the denial with any future disclosures of the Record.

Please contact the Privacy Officer of the department with any concerns or questions regarding this amendment process.

If you do not feel your request for amendment and the department's amendment process adequately addressed your concern, you may review the department's Notice of Privacy Practices for resolution options.

Name of staff member

Title