CBA Blue

AMENDMENT REQUEST

Purpose: This form is used for an individual's request to amend protected health information in designated record sets that we maintain or that our business associates maintain for us.

SECTION A: Individual requesting records amendment.

Name: _____

Address: _____

Telephone: _____ E-mail: _____

Identification Number: _____ Social Security Number: _____

TO THE INDIVIDUAL: Please read the following and complete the information requested.

You have the right to request us to amend your protected health information in our designated record sets. We may decline your request if the information is not part of our designated record sets, we did not create the information, we believe the information is complete and accurate, and for certain other reasons. To exercise your right to request amendment, please complete Section B.

SECTION B: Protected health information to be amended.

Please specify the records you wish to amend and the amendment you wish to make: _____

_____

Please state the reason for the amendment: _____

_____

Please list the name and address of each person who you want us to notify of the amendment, should we agree to make the amendment you request. You must provide us with a signed authorization for us to notify these persons. We can supply you with the appropriate authorization form.

_____ _____

_____ _____

INDIVIDUAL'S SIGNATURE.

_____ Date: _____

If this request is by a personal representative on behalf of the individual, complete the following:

Personal Representative's Name: _____

Relationship to Individual: _____

YOU ARE ENTITLED TO A COPY OF THIS REQUEST

Return form to: HIPAA/Privacy Officer, PO Box 2365 So. Burlington, VT 05407-2365, fax # 802-846-2728

CBA Blue

An independent licensee of the Blue Cross and Blue Shield Association.