## CLIENT'S REQUEST FOR AMENDMENT TO RECORD

HIPAA regulations allow our clients the right to view, inspect, amend, and request a copy of their health information. At Davis Behavioral Health, our standard is accurate documentation; therefore requests to amend records will be given serious consideration. Under certain circumstances, these requests may be denied. A client must show picture identification before his/her records will be released and/or amended.

Date of Request:	
Date Received by Privacy Officer:	
Name:	
Address:	
Birth date:	
Social Security Number:	
Information to be amended:	
Reason for amending records (not optional):	
Treatment Coordinator:	
Treatment Coordinator.	
Signature:	Date:
Oignature.	Date.
Witness:	Date:
WILLIOUS.	Date.

By signing this document, I agree to the following conditions as outlined by the HIPAA regulations: (Please see reverse side for details).

Prior to amending of records, your chart will be reviewed a licensed mental health professional at Davis Behavioral Health.

DBH shall respond to all written requests for amendment within sixty (60) days from the date of the request. In rare circumstances, DBH be unable to respond within sixty (60)

days. In such cases, DBH shall provide a written response explaining the reason for the delay and setting a date within an additional thirty (30) days to complete an action on the client's request.

If your request for amendment is denied, the Privacy Officer shall give written notice to the requester of its denial of the request and the basis for that denial.

If your request for amendment is denied, you have the right to file a complaint either with: the Department of Health and Human Services or Davis Behavioral Health. If you would like to file a complaint with Davis Behavioral Health, please contact the Privacy Officer, Shelly Tanner at 801.773.7060.

If your request for amendment is denied, you have the right to file a statement of disagreement with the denial that does not exceed 250 words. If you would like to file a statement of disagreement, please contact Shelly Tanner at 801.773.7060. Should you choose not to file a statement of disagreement, you may request that your original request for amendment and the related denial be attached to all future disclosures of the specific PHI.

If your request for amendment involves copying your record, DBH shall **charge fees** as follows:

\*\$ .05 per page copied;

\*\$10.00 per hour to copy or scan the information, which is the approximate cost of the staff who will take the time to copy or scan the chart; \*postage, when the client asks for the PHI to be mailed; and

Dates and Number of hours to copy or scan the record:
Total Number of pages copied:
Cost of preparation time (Hours X Rate Per Hour):
Cost of the paper record (Number of Pages Copied X .05):
Total Cost: