

Policy Name:	Request for Amendment of Records
Date Modified:	7/2015
Date Approved:	7/2015

Request for Amendment of Records Policy

Policy:

- a. Amendment is the formal and deliberate addition of documentation or material to make the original documentation more complete and thereby more accurate.
- b. Requests for correction or amendment are submitted in writing and include a reason to support the request.
- c. Clients or personal representatives have the right to request that CAPS correct or amend PHI about the client that is about the client contained in CAPS records.
- d. Requests for corrections or amendments (i.e., altering documentation), with which the author of the documentation agrees, should simply be completed by the author, using approved error-correction procedures.
- e. CAPS must act within 60 days after receiving a client's written request for a correction or amendment.
- f. CAPS may deny a client's request for correction or amendment if it is determined that the PHI:
 - i. Was not created by CAPS, unless the client provides reasonable evidence that the originator of the PHI is no longer available to act on the request.
 - ii. Is not part of CAPS records.
 - iii. Would not be available for inspection under the right to access; or is accurate and complete.
- g. If a request for correction or amendment is granted and carried out, the original request form with documented response should be filed in the client's health record.
- h. For corrections of original material:
 - i. The author should use approved error-correction techniques to make the correction.
 - ii. If the author is no longer available, the client's current mental health provider may make a new entry to clarify or amend the incorrect information. No previous entry may be obliterated, removed or destroyed.
 - iii. If the correction is part of a transcribed report, add a note to the electronic report to indicate that a correction has been made.
- i. For adding new material to the health record, a supervisor or other designated person should:
 - i. Add the amendment or additional material to or near the part of the designated record set that is affected or provide a link (by whatever method is most appropriate) to the location of the amendment.
 - ii. Attach the amendment to the record in such a way that it will accompany any future disclosures of the PHI that was amended.
- j. See FS 164.525 (Right to Request an Amendment).