

Privacy Management Office
UCLA Healthcare
10833 Le Conte Avenue Room BH265
Los Angeles, CA 90095-7305

FOR YOUR INFORMATION

Requesting Changes to Your Medical Record Information

Dear Patient:

The purpose of your medical record is to record the care provided to you and provide a way for your healthcare providers to communicate with each other regarding your diagnosis and any health care treatment you may need. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information or add an addendum (addition) to your record. You have the right to request an amendment or addendum for as long as the information is kept by or for UCLA Healthcare.

Please note the differences between an amendment and an addendum, which are discussed below.

Amendment: An amendment changes the content of your medical record information.

To request an amendment, you must complete the attached form entitled “Request for Amendment of Protected Health Information” and submit it to the Privacy Management Office. As you will see on the form, you will need to provide us with a reason that supports your request.

Please note that we may deny your request for an amendment if it is not in writing or if it does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- **Was not created by UCLA Healthcare;**
- **Is not part of the medical information kept by UCLA Healthcare;**

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- **Is not part of the medical record information which you are permitted to inspect and copy; or**
- **Is accurate and complete in the record.**

If we accept your request to amend your protected health information, your medical record will be changed and all subsequent disclosures or uses of your information will reflect your changes.

If we deny your request to amend your protected health information, in whole or in part, you may file an appeal by submitting a “Statement of Disagreement.” If you do not wish to send us a “Statement of Disagreement,” you may still ask us to include your amendment request and our denial along with future disclosures of the information that you want amended.

If you wish to file a complaint regarding our denial or your amendment request, you may submit a complaint in writing to the Patient Relations Office, UCLA Healthcare, 10833 Le Conte Avenue, CHS 17-253, Los Angeles, CA 90095-1731, or with the Secretary of the Department of Health and Human Services, Office of Civil Rights, South United Nations Plaza, Room 322, San Francisco, CA 94102, phone (415) 437-8310.

Addendum: An addendum is an addition to your medical record information. It does not delete or change any of the existing information in your record.

You may add an addendum to your record in order to correct an incomplete or incorrect item or statement in your medical record. However, your additional statement must be limited to 250 words or less per alleged incomplete or incorrect item.

To submit an addendum, the addendum must be made in writing and submitted to the Privacy Management Office. For your convenience, you may use the attached form entitled “Request to Add a Statement to a Medical Record.”

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Once received by the Privacy Management Office, we will add your addendum statement(s) into your medical record. Your addendum will be included with any future disclosures of your medical record that are required by law or authorized by you.

Should you have any questions as to how you may request either an amendment or an addendum to your medical record information, please contact the Privacy Management Office at (310) 825-5958.

**Thank you,
UCLA Healthcare**