

PATIENT INSTRUCTIONS FOR MAKING CHANGES TO MEDICAL RECORD Amendment vs. Addendum

Dear Patient:

The purpose of your medical record is to document 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 the medical information that we have about you is incorrect or incomplete, you may ask us to amend the information or add an addendum 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 Health.

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 by the author of the record in question.

To request an amendment, please email patientid@mednet.ucla.edu or ask your doctor for a "Patient Request to Amend Health Record" form. Fill out the form in its entirety and mail to the address at the end of this letter.

As stated 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 signed/dated 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 Health
- Is not part of the medical information kept by UCLA Health
- Is not part of the medical record information that you are permitted to inspect and copy
- Is already 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 these 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 ask us to include your original amendment request and our denial letter for all future disclosures of the information in question.

Addendum

An addendum is an addition to your medical record information in your own words. It does not delete or change any of the existing information in your record. Your additional statement must be limited to 250 words or less per alleged incomplete or incorrect item.

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MRN:

Patient Name:

To submit an addendum, please request a “Patient Authored Addendum” form from the method mentioned above.

Once received by the Health Information Management office, we will add your addendum statement(s) into your medical record. Your addendum will then 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, please contact the Health Information Management office at (310) 825-6021.

Thank you,

**UCLA Health
Health Information Management Services
10833 LeConte Avenue, CHS BH-921
Los Angeles, CA 90095-7305**