

# Request for Amendment of Protected Health information

I hereby request to amend my protected health information created and maintained by your organization. I understand, however, that your organization may deny my request if your organization did not create or maintain the information or the information is correct and complete.

Please describe the protected health information that you believe to be inaccurate or incomplete. Please include any person(s) that need to be notified of the amended information.

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Our organization maintains the right to make a determination on this request and notify me of the decision within sixty (60) days. If an extension of thirty (30) days is needed, you will notify me at that time.

If my request for amendment is denied, I will receive a written response with an explanation of the denial. I have the right to file a written disagreement statement of your organization's denial and my request will be reconsidered.

**Please print the following information:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Legal Representative

Only if individual is incompetent\*: \_\_\_\_\_ Date: \_\_\_\_\_

If signed by Legal Representative, relationship to individual: \_\_\_\_\_

**\*If signed by Legal Representative, must provide representative documentation as required by state law, i.e., Health Care Power of Attorney, Health Care Surrogate, Living Will or Guardianship papers.**

To prevent a delay in fulfilling your request, please verify that all fields on the form are accurately completed. If information is missing, the form will be returned to you for completion.

Please attach a separate sheet if additional space is needed.

**Please send this form to:**

**Harris, Rothenberg International, Inc. dba Humana EAP and Work Life Services,  
100 William St., 10th Floor  
New York, NY 10038**

*This organization follows the more stringent of all federal and state laws and regulations.*