

TULANE UNIVERSITY MEDICAL GROUP
PATIENT REQUEST FOR AMENDMENT OF RECORDS

You have the right to request that we amend most information in our records that may be used to make decisions about you and your treatment for as long as we maintain the information in our records. Please see our Notice of Privacy Practices for a more detailed description of your rights to request amendment of this information. To request an amendment to your records, complete and return the following request form.

PATIENT INFORMATION

Patient Name: _____

Last

First

MI

Address:

Telephone:

_____ (daytime)
_____ (evening)

Email Address (optional):

AMENDMENT REQUEST

Please answer the following questions. You may attach a separate page if more space is needed.

What information would you like to amend?

How do you believe the information should be amended?

Why do you believe the information should be amended? Your request may be denied if you do not provide a reason to support your request.

Is this request being made because of an emergency or other urgent situation? If so, please describe the nature of the emergency or urgency below and the date you need the information amended. We cannot guarantee that we will meet your deadline, but we will do our very best to accommodate reasonable requests.

PATIENT UNDERSTANDING AND SIGNATURE

By signing below, I am requesting that Tulane University Medical Group amend my health information as I have explained above.

Signature of Patient or Personal Representative

Print Name of Patient or Personal Representative

Date

Description of Personal Representative's Authority

**SEND COMPLETED FORM TO THE
SPECIFIC SITE**

Name of Clinic

Address of Clinic

Or:
TUMG Billing Office
Attention: Chief Operating Officer
1430 Tulane Avenue—TW22
New Orleans, LA 70122-2632

For Internal Use Only:

Date Received: (MO/DY/YR) ____/____/____

Disposition of Request: ____ GRANTED ____ DENIED ____ PARTIALLY DENIED

Patient Notified In Writing On This Date: (MO/DY/YR) ____/____/____

Name of Employee Processing This Request: _____