ROPER
ST. FRANCIS

Health Information Amendment Request Form

To request a correction or change (amendment) to your health information, please complete the information above the blue line, and submit this form to: Roper Hospital Attn: Medical Records Department 316 Calhoun St, Charleston, SC 29401 Ph (843) 724-2290 Fax: (843) 720-8323. You will receive a response to your request within 60 days of the day we receive your written request.

Patient Name: _____Date of Birth: _____ SS # Last 4 Digits Only: _____

Address: _____City: _____State: ____ Zip Code: _____

Home Phone: (____) _____Cell Phone: (____) _____Email:_____

Please name the Roper Facility/Practice and location you want to change your record: _____

Include the name(s) of the Person/Caregiver/Provider who wrote the information you are asking us to change:

_____

Include the treatment dates of the information and documents you want changed: _____

Describe the information you want changed:

_____

_____

What should the record say to be more correct or complete?

_____

_____

_____

List the name(s) of the people/organizations you would like us to notify of any changes made to your medical record:

Name	Address
_____	_____
_____	_____

Signature of Patient or Representative: _____ Date: _____

If signing as authorized representative, describe your authority to act for the patient, for example, parent, Healthcare Power of Attorney and submit documentation showing such authority, as appropriate: _____

For Roper St. Francis Healthcare System Use Only

Amendment has been: ____Accepted ____Denied ____Partially Accepted/Denied

If denied (fully or partially), check reason:

___ PHI was not created by Roper St. Francis Healthcare System

___PHI is accurate and complete

___ PHI is not part of the patient's designated record set

___ PHI is not available for amendment as permitted by federal law

Signature: _____ Print Name: _____ Date:_____

Comments: _____

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