Amendment to Protected Health Information

Patients have the right to request an amendment of their PHI maintained by Catawba County EMS for six years prior to the request date but no earlier than July 2003.

- Patients wishing to change their PHI must complete a "Request for Amendment of Protected Health Information" and submit it to the record's custodian.

- The privacy officer should review all requests within 60 days of receiving the request and make a determination.

    - If the amendment request is approved, the requestor will be notified and entities having access will also be notified of the amendment. Documentation must include the date that the patient and any other entities were notified.

    - If the amendment request is denied, the requestor should be notified in writing in a timely manner.