

## TOOL: Model PHI Amendment Denial Letter

There are two things you must do to lawfully deny a patient's request to amend his/her own PHI: i. Have a legal basis for the denial, i.e., at least one of four circumstances described in the main article must be present; and ii. You must put the denial in writing and ensure it meets the criteria for a denial notice in the HIPAA privacy regulations. Here's a Model Letter that presses all the right buttons and you can adapt for your own use.

### Denial of Patient PHI Amendment Request

Date

Re: Patient request to amend PHI

Dear Patient:

XYZ Laboratory (Lab) has reviewed your request to amend your protected health information (PHI) and has decided to deny the request for the reasons we will explain to you now.

Description of the amendment request that is being denied [*list the request date, PHI the requestor wanted to amend and any other key information about the request*].

Basis for denying the amendment request [*explain the reason(s) for denial, i.e., the applicable circumstance(s) for which you can deny a PHI amendment request under HIPAA privacy regulations*].

Under the Health Insurance Portability and Accountability Act (HIPAA), you have the right to send ab a written statement disagreeing with this denial. If you would like to submit such a statement, please send it to [*list privacy contact's name, title, mail or email address*]. Please note that Lab rules limit statements of disagreement to [*insert number*] words.

If you choose not to submit a statement of disagreement, you may request that your original amendment request and this denial be included in any future disclosures by Lab of your PHI.

If you would like to file a complaint with Lab about our privacy practices, please contact [*list privacy contact's name, title and phone number*]. If you would like to file a complaint about our privacy practices with the Secretary of the U.S. Department of Health and Human Services, please contact [*list privacy contact's name*], who will give you instructions about how to file such a complaint.

If you have any questions or would like additional information about this letter or this matter, please contact the privacy contact named above.

Yours truly,

Manager, XYZ Laboratory

THIS POLICY AND MORE AVAILABLE AT <https://www.g2intelligence.com>.