

## Request to Amend or Change Protected Health Information (PHI)

Please complete this form ONLY if you would like to make a request to amend or otherwise change your protected health information.

### 1. REQUESTING AN AMENDMENT TO PHI

I hereby request to amend Protected Health Information maintained by the Alterwood Advantage.

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

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

Telephone: \_\_\_\_\_ Member ID: \_\_\_\_\_

Name of person completing this form if different from member\*:

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Relationship to Member*

\* *Must be parent of a minor, legal guardian, or authorized HIPAA Appointee of the Member.*

### 2. INFORMATION TO BE AMENDED:

Please provide the reason for why you are requesting an amendment or change to your PHI:

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Please provide a written description of what PHI you wish to amend or change:

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### 3. RIGHTS CONCERNING AN AMENDMENT TO PHI:

- a. You have the right to request that Alterwood Advantage amend or change your PHI in the records that we keep on your behalf;
- b. Alterwood Advantage reserves the right to deny your request- in whole or in part- if: we were not responsible for the creation of the PHI or medical record; and/or we believe the information is complete and accurate.

I understand that I may be charged a reasonable fee for copying the requested records and mailing the records (if requested). I further understand that Alterwood Advantage may or may not honor my request to amend or change the requested PHI.

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of Member*

\*Signature must be that of the Member, authorized parent of a minor, legal guardian, or authorized HIPAA appointee of the member

Send your request to this address so that we can process it timely. Requests sent to persons, offices or addresses other than the address listed above might be delayed.

Alterwood Advantage  
Attn: Member Services  
10090 Red Run Blvd, 2nd Floor  
Owings Mills, MD 21117

You may call us toll free at 667-262-9412 or 1-866-675-3944. TTY users call 711. We are available 8 am – 8pm ET, 7 days a week from October 1 – March 31 and Monday through Friday from April 1 through September 30.