



ChristianaCare Privacy Office
 4000 Nexus Drive
 Avenue North – Suite NW3-100
 Wilmington, DE 19803
 Telephone No.: (302) 623-4468
 Fax No.: (302) 428-2475

**REQUEST FOR
 AMENDMENT**

RAUTH

MR#:

Acct#:

Side 1 of 2

Patient name (print): _____ Date of birth: ____ / ____ / ____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: (____) _____ - _____

Email: _____ Fax #: (____) _____ - _____

I would like a correction made to the following documents:

Date(s) of Visit	Document Name	Location
/ /		
/ /		

Please explain how the entry is incorrect or incomplete. Attach any supporting documentation.

Please identify any medical providers who have previously received information and should be notified if we grant the requested correction. Provide contact name, organization name (if applicable) address and phone number below:

Name	Address and Phone Number
_____	_____
_____	_____
Signature of Patient _____	(____) _____ - _____ / ____ / ____ or Telephone No. Date
Signature of Legal Representative _____	Relationship to Patient _____ (____) _____ - _____ / ____ / ____ Telephone No. Date

For Christiana Care Use Only
REQUEST FOR AMENDMENT

Side 2 of 2

MR#:

Acct#:

DEPARTMENT

Request received by: _____ on: ____/____/____

Request referred to Privacy Office by: _____ on: ____/____/____

Comments: _____

PRIVACY OFFICE

Request received by: _____ on: ____/____/____

Extension requested (if applicable) on: ____/____/____

Request reviewed by: _____ on: ____/____/____

Signature: _____ Date: _____ Time: _____

Approved **Denied**

If denied, check reason for denial:

- The information was not created by the hospital.
- The information is not part of the individual's legal medical record.
- The author of information is no longer associated with the hospital.
- The information is accurate and complete.
- Per Federal or State Law, the information is not available for inspection by the patient.

Individual notified on: ____/____/____ Notified by: _____

Notification sent by: email mail in person fax

Comments: _____



ChristianaCare™