

## Health Record Amendment-Correction Policy

### I. POLICY STATEMENT

It shall be the policy of the University of Maryland, School of Dentistry to capture, share, secure, maintain, and enhance the value of University of Maryland, School of Dentistry health information assets in all mediums through appropriate information management policies and actions that meet applicable Federal, State, regulatory, or contractual requirements and support the University of Maryland, School of Dentistry mission, vision, and values. Furthermore, it shall be the policy of University of Maryland, School of Dentistry to support and adhere to the rights and responsibilities of patients as specified in the State of Maryland Public Health and Mental Health Codes. It is the responsibility of the University of Maryland, School of Dentistry to ensure that these principles and policies are upheld. Patients have the right to request that information contained in their patient record be updated. If information in the custody of University of Maryland, School of Dentistry needs to be updated it will be done through a formal process which provides documentation to support the inclusion or denial of these requests.

### II. POLICY PURPOSE

The purpose of this policy is to inform University of Maryland, School of Dentistry personnel of the procedures that must be followed when a patient requests that their Health Record be amended or corrected.

### III. STANDARDS

- A. Patients have the right to request an amendment of their health information.
1. Patients must complete the "Amendment-Correction of Health Record Request" form.
  2. Requests should be sent to the:  
Assistant Dean of Clinical Affairs,  
Room 5209,  
650 West Baltimore Street,  
Baltimore, MD 21201.
  3. A response is required within 60 days from the date the request was received. A one-time extension of 30 days may be granted under extenuating circumstances. The patient should be notified via the "Extension Notification" form.
- B. If the responsible faculty determines that the amendment is appropriate and the current information is incomplete or inaccurate without the patient's requested amendment, the amendment should be made in the patient's record.
1. The "Notice of Approval of Amendment" form should be sent to the patient.
  2. Standard medical record procedures should be followed when making an amendment to a patient's record.
  3. Any future disclosures of the amended PHI must include the amended information or a link to the amended information.
- C. The responsible faculty may deny a patient's request to amend his/ her health information.

## University of Maryland, School of Dentistry

1. Clinic Administration staff should send the “Notice of Denial Letter” to the patient, indicating the grounds for the denial.
2. The patient may submit a statement of disagreement, limited to two pages.
3. The responsible faculty, in conjunction with Clinic Administration staff, may prepare a rebuttal statement, if necessary to clarify School of Dentistry’s position. A copy of the rebuttal must be provided to the patient.
4. The following documents must be included in any future disclosures of the patient’s information:
  - a. Patient’s written amendment request;
  - b. School of Dentistry’s Notice of Denial;
  - c. Patient’s statement of disagreement (if any) and rebuttal statement(if any);