

REFERENCE ID NUMBER: 002	POLICY TYPE: IT INFORMATION PRIVACY MANAGEMENT
OWNER: CHAD PETERSON	DOCUMENT NAME: AMENDMENT OF DATA
EFFECTIVE DATE: 2/26/16	
REVISION DATE: 7/28/16	

AMENDMENT OF DATA

PURPOSE

To ensure that individuals maintain the right to request an amendment of their protected health information.

SCOPE

This policy applies to all Koble-MN HIO participants and workforce; participants, employees /authorized users, temporary staff, contracted staff, and credentialed provider staff.

ACCEPTING REQUESTS FOR AMENDMENTS

If an Individual requests an amendment to the individual’s Protected Health Information, Koble-MN HIO shall forward the request to the Participant that created the documentation, and inform the individual requesting the amendment that the request was transferred to that Participant.

Each Participant shall comply with applicable federal, state and local laws and regulations regarding individual rights to request amendment of health information.

INFORMING OTHER PARTICIPANTS

If the Participant that created the information accepts the requested amendment, in whole or in part, the covered entity as required by 45 C.F.R. 164.526(c) must make reasonable efforts to inform and provide the amendment within a reasonable time to: (i) persons identified by the individual as having received Protected Health Information about the individual and needing the amendment; and (ii) persons, including business associates, that the Participant knows have the protected health information that is the subject of the amendment and that may have relied, or could foreseeably rely, on that information to the detriment of the individual.

APPLICATION TO BUSINESS ASSOCIATES AND CONTRACTORS

Participants shall make this policy applicable to their Business Associates (“BA”) and to the contractors and subcontractors of their BAs as required by the HIPAA Rules.

REVISION HISTORY

DATE	DESCRIPTION OF REVISION	AUTHOR	APPROVAL DATE	APPROVED BY NAME & TITLE
7/28/16	Full review of Policy-See Advisory Committee Notes dated 7/28/16	Laurie Peters	7/28/16	Koble-MN Advisory Committee