

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Amendment of the Health Care Record (HIPAA Privacy)</i>	Page 1 of 2	

Policy Statement

A resident may amend her/his medical record as long as her/his protected health information (PHI) is maintained by Bethany Life Communities.

Policy Interpretation and Implementation

1. A resident may amend her/his medical record(s) as long as her/his protected health information (PHI) is maintained/retained by Bethany Life Communities, except as outlined below:
 - a. The originator of the record is no longer available;
 - b. The information the resident wishes to amend was not created by Bethany Life Communities;
 - c. The information is not part of the health information record;
 - d. The information contained in the record is accurate and complete; and/or
 - e. The amended information would not be available for inspection as provided by current law.
2. All requests for amendments of the health record must be submitted to the CEO/President in writing.
3. Bethany Life Communities will act upon the resident's request for an amendment no later than sixty (60) days after receipt of such request. Should Bethany Life Communities be unable to act upon the request within the sixty day time period, the resident will be provided with a written notice of the reasons for the delay and the date in which we will complete such action. In no case will such extension extend beyond thirty (30) days.
4. When Bethany Life Communities accepts the amendment, in whole or in part, Bethany Life Communities will:
 - a. Make the requested amendment(s) to the PHI or record that is subject to the amendment(s) or provide a link to the location of such amendments;
 - b. Inform the resident that the amendments are accepted and have been made;
 - c. Notify persons/entities authorized by the resident that such amendments have been made and provide copies of such amendments as requested; and
 - d. Notify business associates that such amendments have been made and provide copies of such amendments to business associates as requested.
5. Should Bethany Life Communities deny a requested amendment, in whole or in part, Bethany Life Communities will:
 - a. Notify the resident in writing of the denial to make an amendment to her/his health care records. Such denial will include the following information:
 - i. The reason(s) for the denial;
 - ii. Information relative to how the resident may submit a written statement disagreeing with the denial;

Bethany Life Communities	Date Written: 2-24-2003	Date Revised: 5-1-2009
<i>Amendment of the Health Care Record (HIPAA Privacy)</i>	Page 2 of 2	

- iii. Information relative to how the resident may request that the amendment and denial become part of the resident's permanent records; and
 - iv. Information relative to how the resident may file a complaint with Bethany Life Communities' HIPAA Compliance Officer or to the United States Secretary of Health and Human Services.
 - b. Include on all notices to the resident the name, title, and telephone number of the contact person or office designated to receive complaints.
6. A copy of all requests for amendments of the residents' protected health information (PHI) will be maintained in the resident's medical record.