

 University of Colorado
Colorado Springs
**Approval of Request
To Amend Medical or Billing Records**

After carefully considering your request to amend your Protected Health Information dated _____, UCCS HealthCircle Clinics has determined that the amendment is approved.

The following steps will be taken to amend the record:

1. The information in your record(s) that is affected by the change will be identified. HealthCircle Clinic will insert an amendment to that information or link that information to a description of the information as amended.
2. We will notify any individual that you identify as having received the Protected Health Information who needs the amended information and any individual within HealthCircle Clinics knows has the Protected Health Information that is being amended and who has relied on that information.