



Denial of Request to Amend Healthcare Information

After carefully considering your request to amend your Protected Health Information dated _____, _____ (Name of Clinic) has determined that amendment of the information is not appropriate at this time because:

- The Clinic did not create the information that you wish to amend, and you have not supplied us with reasonable information indicating that the person who did create the information is no longer available to amend the information.
- We do not maintain the information that you want amended in our records.
- The information that you have asked to amend is information that is not available for inspection by patients or their representatives.
- The Clinic has determined that the information you want to amend is accurate and complete.

You may submit a written statement of rebuttal to the Director of the Clinic or Designate who will be included in all subsequent disclosures of the information at issue. If you choose not to submit a statement, we will include a copy of your request for amendment in all subsequent disclosures of that information.

If you are dissatisfied with the determination to deny your request for amendment, you may submit a complaint to:

Director of Campus Compliance/Privacy Officer
University of Colorado Colorado Springs
Main Hall Suite 416C
1420 Austin Bluffs Pkwy
Colorado Springs, CO 80918

or to:

Velveta Howell, Regional Manager
Office for Civil Rights
U.S. Department of Health and Human Services
1961 Stout Street -- Room 1426 FOB
Denver, CO 80294-3538
Voice Phone (303)844-2024
FAX (303)844-2025
TDD (303)844-3439