



## Oklahoma State University

<b>Title: Accepting the Amendment to PHI</b>	<b>Policy #: PRV-11.03</b>
<b>Category: HIPAA Compliance</b>	<b>Authority: 45 CFR § HIPAA SECTION: 164.526(c)</b>
<b>Standard: Right To Amend</b>	<b>Responsibility: Health Care Components</b>
<b>Effective Date: 4/14/2003</b>	<b>Page 1 of 1</b>
<b>Approved By: OSU Legal Counsel</b>	<b>Revised: 7/1/2013</b>

### **PURPOSE:**

To identify the process to be taken when accepting an amendment to protected health information.

### **POLICY:**

If OSU accepts the requested amendment, in whole or in part, OSU must comply with the following requirements: §164.526(c)

1. OSU must make the appropriate amendment to the PHI or record that is the subject of the request for amendment by, at minimum, identifying the records in the designated record set that are affected by the amendment and appending or otherwise providing a link to the location of the amendment. §164.526(c)(1)
2. OSU must timely inform the individual that the amendment is accepted and obtain the individual's identification of and agreement to have OSU notify the relevant persons with which the amendment needs to be shared. §164.526(c)(2)

OSU must make reasonable efforts to inform and provide the amendment within a reasonable time to: §164.526(c)(3)

1. Persons identified by the individual as having received PHI about the individual and needing the amendment; and §164.526(c)(3)(i)
2. Persons, including business associates, that OSU knows has the PHI that is the subject of the amendment and that may have relied, or could foreseeably rely, on such information to the detriment of the individual. §164.526(c)(3)(ii)

### **PROCEDURE:**

1. Upon the approval of the physician accepting the amendment, OSU staff shall inform the entities that may be affected by the amendment.
2. The physician shall make the accepted amendment in the medical record, sign and date the amended information.