



Oklahoma State University

Title: Documentation of Request for Amendment	Policy #: PRV-11.06
Category: HIPAA Compliance	Authority: 45 CFR § HIPAA SECTION: 164.526(f)
Standard: Right To Amend	Responsibility: Health Care Components
Effective Date: 4/14/2003	Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

To identify the requirements for documenting amendments.

POLICY:

OSU must document the titles of the persons or offices responsible for receiving and processing requests for amendments by individuals and retain the documentation as required by §164.530(j). §164.526(f)

PROCEDURE:

The HIPAA Compliance Office, Privacy Officer, or his/her designee will be responsible for receiving and processing requests for amendments by individuals and retaining the documentation as required by this policy. The documentation shall be kept in the individuals medical record.