

Attachment E – Sample Letter to Subject Regarding Denial Requests for Amendment

Date

Subject or Representative

Address

City, State, ZIP Code

Dear [Subject Name]:

This is to inform you your request to amend information in your medical or billing records is denied because the:

- Information was not created by us. If you can provide a reasonable basis for us to believe the originator of your protected health information is no longer available to act on your request, we will reconsider this decision and may proceed with the amendment. If you believe this to be the case, please contact the Privacy Officer at (225) 763-2515.
- Information is not part of the medical information of Pennington Biomedical Research Center.
- Information is not part of the medical information that you would be permitted to inspect and copy.
- Information is accurate and complete.

If you disagree with our conclusion, you may file a statement of disagreement with the Pennington Biomedical Research Center. Submit your written statement to the Privacy Officer at 6400 Perkins Road, Baton Rouge, LA 70808.

- If the Pennington Biomedical Research Center does not agree with your statement of disagreement, we will provide you with a copy of our rebuttal.
- If you do not wish to submit a written statement of disagreement, you may still request that we provide your request for amendment and our denial with any further disclosures of the related protected health information. Submit your written request to the Privacy Officer at 6400 Perkins Road, Baton Rouge, LA 70808.

Should you wish to file a complaint regarding this issue, you may submit your complaint in writing to the Privacy Officer at Pennington Biomedical Research Center, 6400 Perkins Road, Baton Rouge, LA 70808. You may also file a complaint with the Secretary of the Department of Health and Human Services at the Office of Civil Rights, 1301 Young Street, Suite 1169, Dallas, TX 75202, (214) 767- 4056.

Signature of Pennington Biomedical Research Center Representative