© carolina complete health. Request for Amendment of Health Information

Member Identification

Member Name			
Date of Birth		Member ID Number	
Member Home Phone Number	() -	Member Work Phone Number	() -
Address			Apt/Suite Number
City		State	Zip Code

Request for Accounting

Correction Addition Date of Entry to be	e Amended:			
After review of my health information, I feel that the original documentation regarding				
is inaccurate because				
Therefore, I am hereby requesting that the following amendment be made to my health information and become an approved attachment to my permanent record.				
I understand this request applies only to the health information created by this comapny and that in order to amend my				
health information created by another health care provider I must send a separate request to that provider.				
Signature of Client or Personal Rep	Authority (If Personal Representative)	Date		
This Section	on for Company Use Only			

Date Request Received by Agency

Request APPROVED Agency Requirements:	 Attach amendment to all appropriate records Notify Client of approval Notify persons/agencies identified and authorized between the second second	oy Client	
Request DENIED			
Reasons for denial:	 Information was not created by this company Information was not part of a designated record set Information is accurate and complete Information is not available to Client per federal law 		
Company Requirements: Provide written denial notice to Client Inform Client of right to submit Statement of Disagreement			
By:			
Staff Signa	ture Title	Date	



How To Submit This Form to Carolina Complete Health

You may submit this form in two ways:

By Mail

Please mail the request to:

Carolina Complete Health Attn: Privacy Office 1701 North Graham Street Suite 101 Charlotte, NC 28206



By Email

You may email the completed PDF as an Email attachment to:

CCH_Compliance@carolinacompletehealth.com

Support

If you need help in submitting this document, you may reach out to Member Services at 1-833-552-3876 (TTY 711), Monday-Saturday 7 AM - 6 PM EST.