

POLICY REGARDING INDIVIDUAL RIGHT TO REQUEST AMENDMENT OF PROTECTED HEALTH INFORMATION

Procedure:
(continued)

amendment, the written denial, the statement of disagreement, and WVUPC's rebuttal, if any) with any subsequent disclosure of the information. Alternatively, a summary of this information may be included in any subsequent disclosure in lieu of the above-noted documentation, but only if WVUPC has obtained the individual's agreement in advance to use such a summary.

- c. If an individual has not submitted a statement of disagreement, WVUPC will include the individual's request for amendment and the denial (or an accurate summary thereof) with any future disclosure ONLY if the individual has requested such an action.

4. Documentation and Retention of Records

All documentation regarding an individual's right to request an amendment of PHI, including this policy and procedure and any modifications and/or amendments thereto, the individual's request, any written denials, an individual's statement of disagreement, and WVUPC's rebuttal, will be maintained for a period of not less than six (6) years from the date that the documentation was first created or last in effect, whichever is later.

REFERENCES:

45 C.F.R. §164.526

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