



Medical Record Amendment Instructions

A Medical Record Amendment is: A change, edit or update of medical record information requested by the patient when they feel the information documented is incorrect.

If: Information in your medical record is out of date, such as:

- A medication you are no longer on or
- A condition you no longer have or has been resolved

Then: Contact the office of your primary care physician or the provider who documented this information in your chart to reconcile the information.

For all other changes, edits or updates of your medical record information, please fill out a Medical Record Amendment form.

*All amendment requests are handled by Dana-Farber Cancer Institute (DFCI)
Health Information Services*

Steps for Patients to Request a Medical Record Amendment:

- Request a copy of your record to review from DFCI Health Information Services.
- Review the medical records to confirm if there is incorrect information that you want amended, removed or do not agree with. Complete notes are not removed.
- Complete the Amendment Request Form found online.
- Please provide as much detail as possible and attach a copy of medical record documentation that you feel is incorrect. Make sure the erroneous information highlighted as a reference and indicate what it should say whenever possible.
- You should include documentation that supports that the information is erroneous.
- Remember to keep a copy of the documents you send in for yourself to reference should we need more information.
- Please return the Amendment Request Form and copies of all documentation to the address below.

DFCI Health Information Services

450 Brookline Avenue

Boston, MA 02215

Fax: 617-632-3022

Email: Correspondence_ROI@dfci.harvard.edu (When responding via email, please add "Send Secure" to the Subject line.)

Procedure once DFCI Health Information Services receives your Amendment Request:

- The information will be processed, reviewed, and then sent to the authoring clinician;
- After, the clinician reviews the request and determines the plan of action on the amendment;
- This decision is not made by DFCI Health Information Services.
- If the record is amended, we will send you a copy of the amended documents and response.
- If denied by the provider, we will inform you in writing. Along with the reason for denial, you will be provided additional steps that you can take.

Under HIPAA the hospital must reply within 60 days of receipt of the completed form. In the rare instance we need more than 60 days, we will let you know in writing that we need an extension of no more than 30 days to complete the request.

If you have additional questions about this process, please call DFCI Health Information Services at 617-632-2295, Option 4.