



Medical Record Information Amendment Request

Health Information Management Services

If there is information in your Mayo Clinic medical record that you believe is inaccurate or incomplete, you have the right to request the information be changed or amended.

The request for amendment must be in writing. All corrections requested must be submitted in English. The request must come from you as the patient, or your legally designated representative. Follow the procedure outlined below.

Make a copy of the report in question. In blue or black ink, strike through the information you do not agree with, write in what you believe to be the correct information, and sign and date the copy. Do not use highlighter.

Make sure your request includes:

- Reference to the specific information you would like amended.
- The specific change or amendment you are requesting.
- The reason you are requesting the amendment.
- The date you are submitting the request.
- Your signature or your legally designated representative's signature.

Submit your request to Mayo Clinic Health Information Management Services (HIMS) Amendment Request Specialist by using one of these two methods:

Mail: Mayo Clinic Health Information Management Services
Attn: Amendment Request Specialist
Campus Support Center
4500 San Pablo Road
Jacksonville, FL 32224

Email: himsamendmentreq@mayo.edu

Your request will be reviewed by staff at Mayo Clinic and you will be notified of the decision in writing. We generally process amendment requests within 60 days or less unless we seek an extension.

Mayo Clinic may deny a request for amendment based on the following circumstances:

- The information in the record is deemed to be accurate and complete.
- The request is not in writing or does not include a supporting reason.
- The information you want to change was not created by Mayo Clinic.

If Mayo Clinic denies your request for an amendment, you will receive a written explanation of the denial. If you disagree with the explanation, you can submit a written disagreement or you can ask that your request for amendment and explanation of the denial be included with any future disclosures of the health information that is the subject of the requested amendment.

If you have questions, contact Mayo Clinic Health Information Management Services at 507-538-7700, option 1.