

## Request to Amend Protected Health Information

Use this form to request an amendment of your protected health information in records that we, or our business associates, maintain in designated record sets.

**Please complete the following:**

Name		Daytime phone number		
Address				
City	State	ZIP code	Enrollee ID	

**Please read and complete the following:**

You have the right to request that we amend your protected health information in the designated record set that we, or our business associates maintain. We may decline your request if we did not create the records; the records are not part of our designated record set; the law does not give you the right to access the records; or the records are complete and accurate.

To exercise your right, please specify which records you want to amend and the amendments you want made to them:

Please specify the reason(s) for the requested amendments:

**Please sign and date**

\_\_\_\_\_ *Signature* \_\_\_\_\_ *Date*

**Personal Representative**

If you are not the patient, please sign and date this form below. Check the box that describes your relationship to the patient. **If you are not the parent, please attach proof of your relationship to the member (e.g., power of attorney, personal representative documentation, etc.).**

**Print name of personal representative:** \_\_\_\_\_

**Signature of personal representative and date:** \_\_\_\_\_

- Parent of minor child    
  Legal guardian    
  Power of attorney    
  Executor    
  Other

Please include the fax number as shown below.

Please mail completed form (and all documentation if needed) to: **Customer Individual Rights Unit  
600 East Lafayette, MC 1620  
Detroit, MI 48226-2998  
or fax to: 1-877-522-4767.**