

**Benefits Plan of the Presbyterian Church (U.S.A.)
Medical Plans - Request to Amend PHI**

A covered individual and/or personal representative may request an amendment to his/her protected health information (PHI) or designated record set (DRS) maintained by or for the Medical Plans of the Benefit Plan of the Presbyterian Church (U.S.A.) by completing this form and returning it, via fax or mail, to the address provided on page 2.

Upon receipt of this completed form, a decision regarding the request will be made within timeframes specified by federal and state law. Incomplete request forms will be returned; only complete forms will be acted upon.

Please complete the following: (See “Definition of Terms” at the end of this document.)

Date of request _____

Name of covered individual _____ Date of birth _____

Requestor’s name, if different _____ Soc. Sec. # of individual _____

Address _____
(To which the decision should be sent)

City _____ State _____ Zip _____ Phone (_____) _____

If you are requesting to amend information on behalf of someone other than yourself, please enclose written proof of your authority to do so (i.e., Power of Attorney, Guardianship Order, Custody Order, Court Order).

Signature of requestor _____

Please specify below the information you want amended, or attach a copy of the amendment you want to be placed in your file. In addition,

- provide the reason to support your request for an amendment;
- identify which portion(s) of your health information or designated record set you want to amend; and
- if possible, include the page number, dates of service or other means to specifically identify the portion of the record to be amended.

If your request to amend your record is accepted, the Board of Pensions will modify your Medical Plans’ designated record set accordingly. We will notify other parties, as identified by you, that your record has been amended. By signing this form, you are agreeing to allow us to notify these persons.

(over)

Please provide the following information for any parties who would need to be notified of a modification to your record if your request is approved:

Name _____

Address _____

City _____ State _____ Zip _____

Name _____

Address _____

City _____ State _____ Zip _____

If your request to amend your record is denied in whole or part, the Board of Pensions will notify you, in writing, of the reason for the denial and how you can

- file a written Statement of Disagreement of the denial.
- complain to the Board of Pensions and the U.S. Department of Health and Human Services about the denial.
- request that the Board of Pensions include your request for amendment and our denial with any future disclosures.

Definition of Terms

Covered Individual: person covered by the Medical Plan of the Benefits Plan of the Presbyterian Church (U.S.A.)

Designated Record Set: a group of records maintained by or for the Medical Plans of the Benefit Plan of the Presbyterian Church (U.S.A.), which includes

- the enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for the Medical Plans, or
- information used in whole or in part by or for the Medical Plans to make decisions about individuals.

Amendment to Protected Health Information: a modification and/or addition to specific protected health information contained in the member's designated record set

Personal Representative: someone with legal authority to act on the covered individual's behalf in making decisions about that person's healthcare. Parents may be personal representatives for minors, except for those minors who have been given the legal freedom to act on their own.

Personal representatives may include guardians, conservators and other persons who have been given legal responsibility for another individual. Federal law, state law and the specific terms of the appointment determine the authority granted to the personal representative.

Statement of Disagreement: a written document describing why the covered individual or personal representative disagrees with the denial to their request for amendment to health information.

Questions? Call the Board of Pensions at 800-773-7752 or 800-PRESPLAN 8:30 a.m. - 7:00 p.m. Monday - Friday.

Please fax or mail completed form to

The Board of Pensions of the Presbyterian Church (U.S.A.)

Privacy Officer

2000 Market Street

Philadelphia, PA 19103-3298

Fax: 215-587-6215