

**Borough of Naugatuck, Connecticut**  
**NOTICE REGARDING YOUR RIGHT TO AMEND**  
**PROTECTED HEALTH INFORMATION**

Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Naugatuck will allow you to request, in writing, amendment of protected health information (PHI) on record about you for as long as Naugatuck maintains the information, or if it was not created by Naugatuck, if provided a reasonable basis to believe the originator of the information is no longer available to act on the request.

Your written, signed, request must include your:

- Name;
- Address;
- Telephone Number;
- Social Security Number;
- Other names used, if applicable, for example: your maiden name;
- Date of Birth;
- Date of care;
- Copy of Photo Identification with signature OR a notarized request;
- Subject of the request; and
- Reason for your request of this information.

**Requests for amendment may be made to:**

Jeannette Deschesnes, Director of HR  
HIPAA Privacy Officer  
229 Church St.  
Naugatuck, CT 06770

If Naugatuck grants the requested amendment in whole or in part, Naugatuck will:

- Make the amendment;
- Inform you that the amendment has been accepted; and
- Notify you of the relevant persons with which the amendment needs to be shared.

Naugatuck will inform you no later than 60 days after receipt of request if the amendment is accepted. This time period will be extended by no more than 30 days if within 30 days after receipt of the request Naugatuck provides you with written notice of the reasons for the delay.

Naugatuck may deny your request for amendment. The request for amendment will ***automatically*** be denied if it is subject to any of the following:

- It was not created by Naugatuck, unless you provide a reasonable basis to believe that the person who created the PHI is no longer available to act on your requested amendment;
- It is not part of your record;
- It is information compiled in reasonable anticipation of, or for use in, a civil, criminal, or administrative action or proceeding;
- The information is subject to the Clinical Laboratory Improvement Amendments of 1988 (Title 42 CFR Part 493.3(a)(2));
- PHI is gathered in the course of research and you have agreed to denial of access until the completion of research;

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- PHI was obtained from someone other than an employee of Naugatuck under a promise of confidentiality and Naugatuck feels this may reveal the source of the information;
- A licensed healthcare professional has determined in the exercise of professional judgment that the request is reasonably likely to endanger the life or physical safety of you or another person;
- The PHI makes reference to another person and a licensed healthcare professional has determined, in the exercise of professional judgment, that provision of access to such personal representative is reasonably likely to cause substantial harm to you or another person;
- We are acting under the direction of a correctional institution, we will deny an inmate's request to obtain a copy of PHI; or
- Naugatuck *will* deny your request for the amendment, if it has determined that your PHI is accurate and complete.

If Naugatuck has denied an amendment, in whole or in part, then the following actions will occur:

1. You will be given a timely written denial that will indicate why your request was denied;
2. Your request for information will be granted, except for what was denied; and
3. You will be informed of any rights to a review of the denial and a description of how to make a complaint to Naugatuck or the Secretary of Department of Health and Human Services.

Naugatuck will also include in the written notice the contact's name, title and telephone number for more information to address or file a complaint with Naugatuck's Privacy Officer.

If you disagree with the denial of the amendment, then:

1. You may provide a written statement disagreeing with the denial of all or part of a request and the basis for such disagreement;
2. You have the right to have the denial reviewed. (Naugatuck will provide a licensed healthcare professional who did not participate in the original denial to review the request for the review);
3. Naugatuck will provide a written notice to you of the review findings and other actions, if any required, taken by Naugatuck.

Naugatuck may prepare a written rebuttal to your statement of disagreement. Whenever such rebuttal is prepared, Naugatuck will provide you with a copy.

Naugatuck will identify the record or protected health information that is the subject of the disputed amendment and append or otherwise link to it your request for an amendment, Naugatuck's denial of the request, your statement of disagreement, if any, and Naugatuck's rebuttal if any.

Naugatuck will document the titles of the person(s) or offices responsible for receiving or processing requests for amendments by you and retain the documentation for six years.