

CAREER OPPORTUNITY DEVELOPMENT

AMENDMENT of PERSONAL RECORD REQUEST FORM
(For use by CODI consumers asking for amendment of their records)

Name: _____

If you are requesting for an amendment to Career Opportunity Development's record of your health information, please consider:

- CODI cannot amend records that CODI did not create.
- CODI will only amend records if they are found to be incomplete or inaccurate.
- Please attach any information you have to support your request.

I am asking for the following amendment to the record of my health information: (please be specific): _____

(See other side for consumer rights information)

Approved _____

Denied _____

Delayed _____

If delayed, we will act on your request by: _____.

Comments: _____

Quality Improvement Coordinator

Date

Your Right to Amend Information in your Record:

- You have a right to request amendments to your information held in CODI files.
- You have a right to have an answer to your request within ten working days. If there are delays in getting you the answer, you will be told. The delay cannot be more than 30 days. You'll receive an answer in writing.
- If you disagree with the answer, you can provide a written statement saying how you'd like your record be changed. CODI will keep this statement with your record.
- CODI may also write an answer to your statement, which will also be placed in your record. You can have a copy of this.
- Anytime your record is shared, both your statement and CODI's answer will be included, when relevant.

You have a Right to File a Privacy Complaint:

Individuals can file privacy complaints with CODI or with the US Department of Health and Human Services, Office of Civil Rights.

Privacy complaints may be directed to the following:

U.S. Department of Health and Human Services, Office of Civil Rights

Centralized Case Management Operations
200 Independence Avenue, SW
HHH Building, Room 509 H
Washington DC 20201
Phone: # 866.627.7748
TTY: # 886.788.4989
Email: www.OCRComplaint@hhs.gov

Contact the Quality Improvement Coordinator at: Phone (609) 965-6871 or
fax (609) 965-3099 or electronically at TWinchester@njcodi.org