

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