SACVALLEY MEDSHARE	POLICY: *Amendment/Correction of Data*	POLICY NUMBER: *SVMS-01.001*
Compliance Requirement	Author: Elizabeth L Steffen	Origination Date: 07/16/2015
45 C.F.R. § 164.526	Revised By:	Revised Date:

Scope and Accountability:

This policy applies to SacValley MedShare (SVMS) and all Participants.

Policy Statement:

Accepting Amendments/Corrections: Each Participant shall comply with applicable federal, state, and local laws and regulations regarding individual rights to request amendments/correction of/to their health information. Only the Participant responsible for the record being amended/corrected may accept an amendment/correction. If one Participant believes there is an error in the record of another Participant, it shall contact the responsible Participant, with the assistance of SVMS if applicable.

Informing Other Participants: A Participant shall notify SVMS when it has amended/corrected an individual's protected health information. Within the constraints imposed by its systems, SVMS shall assist in identifying Participants who have accessed the previously un-amended/incorrect information and then provide a list of those Participants to the amender/corrector. The amending/correcting Participant shall notify those other Participants regarding the amended/corrected information.

Authorization	Name	Signature	Date
Board Chair	Myron MacNula	[illegible]	11/5/15
Compliance Officer			
Executive Director			

Reference:

Central Illinois Health Information Exchange Privacy Policies. (2011, December).

Version	Date	Author	Comment
.001	08/06/2015	E. Steffen/M. Jensen/Dr. Dorsey-Tyler	Initial release.