

**KEWAUNEE COUNTY  
DENIAL OF REQUEST FOR  
AMENDMENT OF PROTECTED HEALTH INFORMATION**

<b>Patient's Name:</b>			
	Last	First	Middle
<b>Home Address:</b>			
<b>Home Phone:</b>		<b>Date of Birth:</b>	
<b>Date of Amendment Request Form:</b>		<b>Date of this Denial Form:</b>	

Your request to amend your individually identifiable health information maintained by Kewaunee County: \_\_\_\_\_

\_\_\_\_\_ has been denied because the Protected Health Information or record that was the subject of the request:

- was not created by Kewaunee County;
- is not a part of the Designated Record Set;
- would not be available for your inspection under Kewaunee County's policy relating to your right to access your Protected Health Information;
- is accurate and complete.

In accordance with applicable federal and state law and Kewaunee County's privacy policies, you have the right to submit a written statement disagreeing with the denial. You may file such statement with Kewaunee County's Privacy Officer by mail or facsimile at the following address and facsimile number: Privacy Office, County Administrator, 613 Dodge Street, Kewaunee, WI 54216 Fax Number: (920) 388-7101.

If you do not submit a statement of disagreement, you may request that Kewaunee County provide your request for amendment form and this denial form with any future disclosures of the Protected Health Information that is the subject of the amendment.

To register a complaint regarding this denial, please contact Kewaunee County's Privacy Officer by mail or facsimile at the above address and facsimile number. For more information about filing a written complaint, you may reach the Privacy Officer by telephone at 920-388-7164.

You may also file a written complaint with the Director, Office for Civil Rights of the U.S. Department of Health and Human Services. Upon request, the Privacy Officer of Kewaunee County will provide you with the correct address for the Director. Your complaint must describe Kewaunee County's acts or omissions that you believe to be in violation of applicable law. A complaint to the Director may be submitted either by mail or electronic transmission within 180 days of the date you first knew or should have known of the occurrence of the act or omission upon which you have based your complaint. We will not retaliate against you if you file a complaint with us or with the Director.