

Section: Privacy	Policy Number: PRIVFORM2018-03
Subject: Privacy and Confidentiality	Effective Date: October 24, 2018
Approved by: Executive Director	
Executive Director _____	Date _____

Chart Correction Request Form

Note: A "health information custodian" in *PHIPA* is a person or organization that has custody or control of personal health information for the purpose of health care or other health-related duties.

Your correction request should be sent to the attention of **the Privacy Officer**.

YOUR INFORMATION: MR. MRS. MS. MISS

Surname:							
Given Name:				Initials:			
Address:					Unit:		
City:			Province:			Postal Code:	
Telephone: Daytime				Evening:			

CAREGIVER INFORMATION (COMPLETE ONLY IF PATIENT IS UNDER THE CARE OF ANOTHER PERSON.)

I authorize the following person to act on my behalf and to receive any personal health information pertaining to me, as necessary for the purposes of this access/correction complaint.

REPRESENTATIVE IS A PARENT POA LEGAL GUARDIAN MR. MRS. MS MISS

Surname:							
Given Name:				Initials:			
Address:					Unit:		
City:			Province:			Postal Code:	
Telephone: Daytime				Evening:			

Algoma

Nurse Practitioner-Led Clinic

CONSENT REGARDING YOUR PERSONAL HEALTH INFORMATION

I consent to the Privacy Officer of Algoma NPLC inspecting a record of, requiring evidence of, or inquiring into, my personal health information as is reasonably necessary for the purpose of processing my correction request.

CURRENT INFORMATION IN MEDICAL RECORD (REQUESTING TO BE CHANGED):

REQUESTED CORRECTION OR CHANGE TO MEDICAL RECORD:

SUBMIT THIS COMPLETED FORM TO:

Privacy Officer
Algoma Nurse Practitioner-Led Clinic
443 Northern Avenue
Sault Ste. Marie, ON P6B 4J3

Algoma Nurse Practitioner-Led Clinic

PATIENT OR GUARDIAN SIGNATURE

Name:	Signature:	Date	
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Please print

Witness Name:	Signature:	Date	
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Please print

RESPONSE TO REQUEST FOR CHANGE

<input type="checkbox"/>	Completed in full
<input type="checkbox"/>	Completed partial information
<input type="checkbox"/>	Not completed
Details of Decision:	

If you are not satisfied with the decision to your request you can contact the Information and Privacy Commissioner of Ontario at 416-326-3333, toll-free at 1-800-387-0073, or visit their website at www.ipc.on.ca.