

## Health Information Management

# Medical Record Amendments

If you wish to correct or amend your medical record, including any notes in the record from a visit to your physician, nurse practitioner or physician assistant, please follow the instructions below. Please note that your clinician reviews your request and may approve or deny it.

***Instructions for submitting an amendment to your medical record:***

- Submit a request to the Northwestern Medicine Health Information Management Department
  - Fill out the [Patient Request for Amendment of Protected Health Information](#) form.
    - Click on the link (above) to access and print the form.
    - You can ask your clinician's office to print the necessary form.
  - Submit the form by:
    - Email: [nmhprivacy@nm.org](mailto:nmhprivacy@nm.org)
    - Fax: 312.926.7686
    - Mail: Data Integrity/Patient Privacy  
676 North Saint Clair Street  
Suite 1785  
Chicago, Illinois 60611
- Northwestern Medicine has 60 days to review and respond to the request. Your clinician is part of the review process to determine if the request is approved or denied.
- You will be notified once the request is approved or denied.
  - If your request is approved, your clinician will change the medical record.
  - If your request is denied, you may submit a "statement of disagreement" that will be placed in the medical record.

**Please note:** Updates to demographic information or contact information do not require a written amendment request. If you notice an error or need to make a change to your demographic or contact information (such as name, address, or phone number), please let us know during the check-in process for your next appointment. You may also modify your contact information directly through the MyNM patient portal or MyNM app.