

Correct an Error in VA Medical Records

CHECKLIST

I printed three copies of the doctor's note (or whatever the record is), and I circled or highlighted the sentence, paragraph, or other aspect of the record that is not correct.

My letter contains my:

- Full Name
- Date of Birth
- Social Security Number

I describe the specific medical record containing the mistake, including:

- date of the medical record
- time of day (if available)
- name of the clinic or service (if known)
- doctor or other clinician's full name
- type of visit, for example, "annual physical" or "group therapy"

I know the mailing address for my local VA Medical Center (VAMC), sometimes called a "VA Health Care System" (VAHCS). (If I go to a Community-Based Outpatient Clinic (CBOC), I have the mailing address for the VAMC or VAHCS to which the CBOC is attached.)

I signed my letter in ink.

I made three copies of the signed letter.

I have addressed two envelopes, both to be mailed to my local VAMC or VAHCS, the original signed letter to be mailed to "ATTN: Privacy Officer" and a copy of the signed letter to "Chief, Health Information Management Services".

I plan to mail both letters at a U.S. Post Office where I send them First Class, Certified Mail, Return Receipt. I understand this will cost about \$6.40 for each letter.