

# Request for Medical Record Correction

Date of Request: MM/DD/YYYY

**Attention: Privacy Officer**

Practice/Hospital Name

2222 Street LN

Phone: 555-555-5555

Fax: 555-555-5550

**Patient Name:** Morgan Gleason

Address: 1234 Street LN, Wesley Chapel, FL 33544

Date of Birth: 01/01/1999

Phone number: 813-555-5555

Email: email@gmail.com

Please consider this document a formal request to have a correction made in my medical record.

**Issue Description:**

In my visit record for Date of Service MM/DD/YY, it contains an incorrect OB History. I have had zero pregnancies, 0 full term births, and have 0 living children. Please correct this error immediately.

Incorrectly, the record appears as shown below.

**OB History**

Previous Pregnancies

Living 2

Total Preg. 0

Full Term 2

Total Preg. 2

Living 1 male

Total Preg. 1

Previous Pregnancies

Living 2

Total Preg. 0

Full Term 2

Total Preg. 2

Living 1 male

Total Preg. 1

Previous Pregnancies

Living 2

Total Preg. 0

Full Term 2

Total Preg. 2

Living 1 male

Total Preg. 1

Pregnancy 1: 10/8/2011,, NSVD.

Pregnancy 2: uncomplicated, NSVD 1/4/17

boy WGW.

The information is correct in my visit on 6/27/16, but an error was made in recording the history in July.

**Actions Requested:**

1. Please correct the 7/27/16 record to indicate 0 pregnancies, 0 full term births, and 0 children.
2. Please send me a copy of the updated record to my home address included in this letter or to my email address of email@gmail.com.
3. Additionally, please send a correction to following providers who have received the erroneous record.
  - Dr. Jonathan Yousef (fax number 555-555-5551)
  - Dr. Dennis Mihale (fax number 555-555-5552)
  - Dr. Mitchell Alverson (fax number 555-555-5553)

If you have any questions, I prefer to be contacted by email, and I am aware that email may not be a secure method and authorize you to send protected health information (PHI) by email. If you must contact me by phone, please call 813-555-5555.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Morgan Gleason", with a stylized flourish at the end.

Morgan Gleason