{stdlongdate} Member ID: {stdMbrPERSLinkID}

{stdMbrFullName}

{stdMbrAdrCorStreet1}

{x stdMbrAdrCorStreet2}

{stdMbrAdrCorCity} {stdMbrAdrCorState} {stdMbrAdrCorZip}

**RE: DENIAL OF REQUEST TO AMEND HEALTH INFORMATION**

Dear {stdMbrSalutation}:

NDPERS received your request to amend your health information on {stdlongdate}. After careful review, we are not able to grant your request for the following reason(s):

{x quwhen Item has 0}

* The information you requested to amend was not created by NDPERS. Contact the originator of the health information to act upon your request

{x endblock}

{ x quwhen Item has 1}

* The information you requested to amend is accurate and complete

{x endblock}

{x quwhen Item has 2}

* The information you requested to amend is not a part of the record you requested be amended

{x endblock}

{ x quwhen Item has 3}

* The information you requested to amend includes information you are not permitted to change: ***[state type of information - e.g., psychotherapy notes, information compiled in anticipation of civil, criminal or administrative proceedings].***

{x endblock}

You have the right to submit a written statement of disagreement with this decision. Please send it to NDPERS at the address above. You should include in your statement the reason(s) for your disagreement with our decision. NDPERS reserves the right to prepare a rebuttal to your statement of disagreement. If we choose to do so, you will receive a copy of it.

Your statement of disagreement and our rebuttal, if any, will be included in any future disclosures of the disputed PHI.

Please be advised that if you choose not to submit a statement of disagreement, we will not provide a copy of your request for amendment and this letter denying your request with any future disclosures of the disputed health information, unless you request that we do so.

If you are dissatisfied with our decision and wish to lodge a formal complaint, you may contact: the Privacy Officer at 400 East Broadway, Suite 505, Bismarck, ND 58502or, alternatively, you may file a complaint with the Secretary of the Department of Health and Human Services.

If you have any questions, please call NDPERS at {stdNDPERSPhoneNumber} or {stdNDPERSTollFreePhoneNumber}.

Sincerely,

Privacy Officer

NDPERS Benefits Division