

INSTRUCTIONS
DHS 8024
Request to Amend Confidential Information

Purpose:

1. To allow clients to request to amend their confidential information.
1. If MQD grants the request, in whole or in part, MQD must make the appropriate amendment to the protected information of records, and document the amendment in the client record

Specifics:

1. Applicable full name must be stated, circle correct identification.
2. If legal representative, describe legal authority. (i.e. lawyer, court order, legal guardian, or legal parent etc.) Attach a copy of legal authority to DHS 8024.
3. Describe information you feel inaccurate, be as specific as possible.
4. Describe the information that you wish to amend.
5. The reason you wish to amend this information.

MQD staff:

1. Date stamp and Route to MQD Administration.
2. File original copy in case record.
3. Notify client of amendment determination with DHS 8025 within 20 business days of receipt of request.