

Medical Record Changes

You can ask for corrections or changes to your medical record. This includes notes in the record from a visit to your healthcare provider.

To request this, please follow the directions below. Please note that your clinician will review your request. They may approve or deny it.

How to request a change your medical record

You will need to fill out the **Patient Request for Amendment of Protected Health Information** form. You can ask your clinician's office to print the form, or you can find it at nm.org/patients-and-visitors/mynm-mychart-and-medical-records. You have three options for submitting the form.

- Email: nmhprivacy@nm.org
- Fax: 312.926.7686
- Mail: Data Integrity/Patient Privacy
676 North St. Clair Street
18th Floor, Suite 1840
Chicago, Illinois 60611

Northwestern Medicine has 60 days to review and respond to your request. Your clinician is part of the review process. They will approve or deny your request. 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. We will provide you information about how to submit this statement.

Please note: Updates to demographic or contact information do not require a written request. If you need to change this information, please let us know when you check in for your next appointment. You may also update your contact information in the MyNM patient portal at nm.org/mynm or through the MyNM® app.

If you have any questions about changing your medical record, call the Northwestern Medicine Health Information Management Department at 312.472.6550 (TTY: 711).