



CIGNA Behavioral Health

Request to Amend Private Health Information

THIS FORM WILL ALLOW ME TO REQUEST AN AMENDMENT OF MY PRIVATE HEALTH INFORMATION (PHI) THAT CIGNA BEHAVIORAL HEALTH* MAINTAINS.

VERIFICATION – (Please Print)

Identification of Member/Participant: (The following information is needed for verification. Please complete all applicable items.)

Name of Member/Participant: _____ Date of Birth: _____

Phone number where we can reach you if we need to contact you to process your request (required): _____

Social Security #: _____ Group or Account # on ID card: _____

Member/Participant ID card # (if applicable): _____ Subscriber Name (if different from Member/Participant): _____

Subscriber's Relationship to Member/Participant: _____ Subscriber's Employer Name: _____

Subscriber's Social Security # (if different from Member/Participant): _____

If you have additional coverage with CIGNA, other than described above, please complete the following information as well:

Other Employer Name: _____

Member/Participant ID card #: _____ Group or Account # on ID card: _____

INFORMATION REQUESTED TO BE AMENDED

If CIGNA Behavioral Health was not the originator of the information you are requesting to amend, you should contact the originator directly to amend the information. For example, this would apply to your diagnosis, the date of service, or the treatment received. If the provider consents to amend your information and notifies CIGNA Behavioral Health, we will change the information in our records. In that case, it would not be necessary to submit this form.

If CIGNA Behavioral Health approves your request to amend, the amended information will be used and included in all future disclosures, including correspondence. We will provide the amendment to persons who previously received the information if we believe they have relied or will rely on that information to your detriment. Also, we will provide the amendment to individuals/organizations you identify below.

Names/addresses of individuals/organizations to whom you request amended information be sent, if request is approved:

Describe the Private Health Information (PHI) you would like amended: _____

Specify change/amendment requested: _____

Date(s) of service associated with the PHI, if applicable: _____

Reason for requested amendment: _____

Please Complete Form On Next Page ➡

PLEASE NOTE

- *This amendment of your private (protected) information **only includes information that CIGNA Behavioral Health and its affiliates maintains**. It does not include information that may be maintained by the subscriber’s employer/group health plan, their business associates, or other insurers of the group health plan that may administer your health care benefits. You should contact your employer or those entities to obtain additional information.*
- *If the information on this form is not complete, CIGNA Behavioral Health will return the form to you, and this request will not be considered until CIGNA Behavioral Health has received complete information.*

SIGNATURE

I have read and understand the above information: Date: _____ Signature of Member/Participant, Parent/Guardian, Personal Representative: _____
Relationship if signed by other than Member/Participant: _____
Note that if not already provided, we will require verification of the authority of a Personal Representative before this request will be considered complete. If Member/Participant is unable to give consent because of age, complete the following: Member/Participant is a minor _____ years of age. If you are making this request on behalf of a minor child, we may require additional information before this request is considered complete.

***CIGNA Behavioral Health” refers to CIGNA Behavioral Health, Inc. and subsidiaries of CIGNA Behavioral Health, Inc., including CIGNA Behavioral Health of California, Inc., and CIGNA Behavioral Health of Texas.*

TO RETURN YOUR COMPLETED FORM

Fax to: 952.996.2507

OR

**Mail to: CIGNA Behavioral Health Central HIPAA Unit, 11095 Viking Drive, Ste. 350
Eden Prairie, MN 55344**