



## Client Request to Correct Personal Health Information Form

under the *Personal Health Information Protection Act (PHIPA)*

### Your Information (information of person the request pertains to)

Mr.  Mrs.  Ms  Miss

Surname

Given Name

Initial

Date of Birth

Street Address

City

Province

Postal Code

Telephone # (daytime)

Telephone # (evening)

Email Address\*

\* I consent to being contacted at this email address or through that of my representative on my behalf. I acknowledge that sending email over the internet is not secure, in that it can be intercepted and/or manipulated and retransmitted.

### Substitute Decision Maker Information \*

Mr.  Mrs.  Ms  Miss

Surname

Given Name

Initial

Street Address

City

Province

Postal Code

Telephone Number (daytime)

(evening)

Email Address

\*Please provide documentation to satisfy the health information custodian that you are an authorized substitute decision-maker, if available.

## Details of Information to be Corrected

Please provide a detailed description of the personal health information to which access has been granted and that you are requesting be corrected, the reasons that the personal health information is incomplete or inaccurate and the information necessary to enable the correction of the personal health information.

## Where to send this form

Mail this completed form to:

Privacy Officer  
CHEO-OCTC  
401 Smyth Road Ottawa, ON K1H 8L1  
Email: [privacy@cheo.on.ca](mailto:privacy@cheo.on.ca)  
613-737-7600 x2301

## Signature

By signing this form I authorize CHEO-OCTC to make changes, as requested herein, to my Personal Health Information.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For CHEO-OCTC use only

Date received \_\_\_\_\_

Comments

The personal health information contained on this form is collected pursuant to the Personal Health Information Protection Act, 2004 (“the Act”) and will be used for the purpose of responding to your request for correction pursuant to section 55 of the Act. Questions about this collection should be directed to CHEO-OCTC’s Privacy Officer at [privacy@cheo.on.ca](mailto:privacy@cheo.on.ca) or 613.737.7600 x2203.