

## INSTRUCTIONS

DHS 8024 (03/03)

### Request to Amend Confidential Information

#### Purpose:

1. To allow clients to request to amend their confidential information.
2. 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. MQD Administration logs in MQD correspondence database.
3. Forward DHS 8024 to appropriate Branch for determination.
4. Return DHS 8024 to MQD Administration with determination.
5. File original copy in MQD Administration files.
6. Copy of form DHS 8024 to case record.
7. Notify client of amendment determination with DHS 8025 within 20 business days of receipt of request.