

PATIENT COMPLAINT FORM

For complaints of violation of your privacy rights, including your rights under the Privacy Regulations promulgated pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). You may submit your complaint to the Keck Medicine of USC Privacy Office or to the U.S. Department of Health and Human Services (DHHS) (for complaints of violation of HIPAA only).

<p>Privacy Office Keck Medicine of USC 1510 San Pablo St, 6th Floor Los Angeles, CA 90033 or Email: Privacy@med.usc.edu</p>	<p>You may file a complaint with the Secretary of the U.S. Department of Health and Human Services at:</p> <p>U.S. Department of Health and Human Services 200 Independence Avenue, S.W. Washington, D.C. 20201</p>
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I, _____, (print name) am submitting a formal complaint regarding the privacy policies or procedures administered by Keck Medicine of USC ("Keck Medicine"). This complaint concerns the use and/or disclosure of health information for _____ (patient name).

I have reason to believe that one or more of the following has occurred:

- ☐ Keck Medicine has inappropriately disclosed by health information or other confidential personal information.
- ☐ Keck Medicine has inappropriately used my protected health information.
- ☐ Keck Medicine has inappropriately disposed of my health information or other confidential information without protecting my privacy.
- ☐ Keck Medicine has denied me or my personal representative access to my health information or other confidential personal information.
- ☐ Keck Medicine has denied my request to amend my health information.
- ☐ Keck Medicine has denied another privacy right.
- ☐ Keck Medicine's privacy policies and procedures violate the law.

Please provide a detailed description of your complaint (i.e., name of workforce member involved date of occurrence, etc.). You may attach additional pages if there is not enough space:

Keck Medicine may provide a written response via email at: _____

Signature of Person Registering Complaint

Date: _____

Relationship to Patient