

County Of San Diego
Health and Human Services Agency (HHSa)

SUBJECT: Request to Amend Protected Health Information

NO: HHSa-L-02
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DATE: April 15, 2026

REFERENCE: Health Insurance Portability and Accountability Act; 42 CFR Part 2; California Information Practices Act; various State agreements.

POLICY: Individuals may request changes to their protected health information (PHI). The County shall consider these requests and may grant such requests as required by law. Business Assurance and Compliance shall establish procedures for handling such requests.

PROCEDURES: See related procedures and forms at www.cosdcompliance.org.

RESPONSIBILITIES: Privacy laws and regulations, such as the Health Insurance Portability and Accountability Act (HIPAA), 42 CFR Part 2, the California Information Practices Act (IPA), and others, outline confidentiality requirements and clients' rights to their protected information. Many HHSa programs also have agreements with the State of California that outline additional confidentiality parameters. Compliance with these regulations is addressed in a series of agency policies and procedures maintained by Business Assurance and Compliance.

DEFINITIONS: See HHSa Policy L-30 Privacy Definitions.

QUESTIONS/INFORMATION: Please contact HHSa Business Assurance and Compliance by email at Compliance.HHSa@SDCounty.ca.gov or by phone at (619) 237-8571.

Approved: Christy Carlson
Christy Carlson
Director
Business Assurance & Compliance