#### SYSTEM MANAGER(S) AND ADDRESS:

Clinical Director, Neuroscience Research Center, Division of Intramural Research Programs, National Institute of Mental Health, Saint Elizabeths Hospital, Room 133, William A. White Building, 2700 Martin Luther King Jr., Avenue, SE., Washington, DC 20032.

## NOTIFICATION PROCEDURE:

To determine if a record exists, write to the System manager at the address above. An individual or a legally authorized representative may learn if a record exists about that individual upon written request with notarized signature. The request should include: (a) Full name or any alias used, (b) social security number, and (c) approximate time of participation in the hospital/project.

An individual who requests notification of or access to a medical record shall, at the time the request is made, designate in writing a family physician or health professional (other than a family member) to whom the record will be released. The representative must verify relationship to the individual as well as his/her own identity.

A parent or guardian who requests notification of, or access to, a child's/incompetent person's medical record shall designate a family physician or other health professional (other than a family member) to whom the record, if any, will be sent. The parent or guardian must verify relationship to the child/incompetent person as well as his/her own identity.

#### RECORD ACCESS PROCEDURE:

Same as notification procedures. Requesters should also reasonably specify the record contents being sought. Individuals may also request an accounting of disclosures of their records, if any.

#### **CONTESTING RECORD PROCEDURES:**

Contact the System Manager at the address specified under Notification Procedures above and reasonably identify the record, specify the information being contested, and state the corrective action sought and the reasons for correcting the information, along with supporting justification to show how the record is inaccurate, incomplete, or irrelevant.

### **RECORD SOURCE CATEGORIES:**

Referring physicians, other medical facilities (with patient's consent), patients, relatives of patients.

# SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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