

## PATIENT PORTAL PROXY ACCESS REQUEST AND AUTHORIZATION FORM

**Designating a Proxy.** Patient Portal Proxy access gives someone that you name the ability to view your medical record information via the Hospital Patient Portal. You may cancel your Proxy's access at any time by completing the Patient Portal Proxy Revocation form found in the Patient & Visitor Information section of the Lawrence General Hospital Website.

PATIENT INFORMATION			
PATIENT NAME: LAST, FIRST, MIDDLE INITIAL	SEX:	DATE OF BIRTH	LAST 4 NUMBERS OF SSN:
STREET ADDRESS:	CITY:	STATE:	ZIP:
HOME PHONE:	WORK PHONE:	MOBILE:	
EMAIL ADDRESS:			

### PROXY INFORMATION

**\*\*\*Please complete the box below that best describes the proxy access requested\*\*\***

*Please note that for all types of proxy access, the patient's chart will be accessed through the proxy's Patient Portal account.*

<u>ADULT PATIENT</u>	<u>MINOR PATIENT</u>
<p style="text-align: center;"><b>Access to another adult's Hospital Patient Portal record.</b> <i>(Note: This section also applies to Emancipated Minors. Emancipated Minors must provide proof of emancipation.)</i></p> <p><b>Relationship of Proxy to Adult Patient is:</b></p> <p><input type="checkbox"/> <b>Other Adult</b></p> <ul style="list-style-type: none"> <li>The patient must sign this form to provide authorization for release of their medical information to any of the above proxies via the Hospital Patient Portal.</li> <li>Authorization for proxy access is valid until revoked by patient.</li> </ul> <p><input type="checkbox"/> <b>Legal Representative of Adult Patient:</b> (Adults who have a surrogate relationship with another adult through a legal arrangement). <b>Select the option below that best describes this Representative relationship:</b></p> <p><input type="checkbox"/> Power of Attorney for Health Care (with current authority)</p> <p><input type="checkbox"/> Healthcare Proxy Legal Guardian (court order)</p> <ul style="list-style-type: none"> <li>If you are the legal guardian or you have current authority under a durable power of attorney for healthcare for this patient, then this request <b>must</b> be accompanied by a copy of the legal paperwork verifying your authority to have access to the patient's medical information.</li> <li>You must notify Lawrence General Hospital immediately in case of any change in authority.</li> </ul> <p><input type="checkbox"/> Other (specify) _____</p>	<p style="text-align: center;"><b>Access to your minor child's Hospital Patient Portal record.</b></p> <ul style="list-style-type: none"> <li>Individuals requesting access must have parental rights or legal guardianship right.</li> </ul> <p><b>My relationship to the Child is:</b></p> <p><input type="checkbox"/> Parent – Is there a court order in effect limiting your access to the minor's medical records and information? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b></p> <p><input type="checkbox"/> Permanent Legal Guardian of the Minor – You <b>must</b> attach a copy of the Court Order Appointing Guardian and Letters of Guardianship verifying the Proxy's status as permanent legal guardian of the patient.</p> <p><b>Select one:</b></p> <p>_____ <b>Child (age 0-12 Patient):</b> You will be granted access to your child's record until the child turns 13 years old. A child younger than 13 years old cannot have a personal Patient Portal account.</p> <p>_____ <b>Child (age 13-17 Patient):</b> <b>Due to legal limitations, proxy access to medical records via the portal is not currently available for children ages 13-17.</b> Requests for access to these medical records may be made in person, with the patient, at the Health Information Management (aka Medical Records) Department of Lawrence General Hospital.</p> <p><b><u>Please Note – Proxy access to your 0-13 year old minor's Patient Portal may take 3-5 days.</u></b></p>

Does the proxy have an active Lawrence General Hospital Patient Portal Account?  Yes  No

Has the proxy ever been a patient at Lawrence General Hospital?  Yes  No

