



Medical Record Number _____
(for internal use only)

Name of Facility _____

Patient Portal Proxy Access Request Form For Incapable Adult & Minor Patients

1. Patient Information:

Patient Name: _____ Date of Birth: _____
Last First M.I.

Address: _____
Street Address City, State Zip

2. Please check one of the boxes below that best describes the proxy access requested: (Please note that for all types of proxy access, the patient's information will be accessed through the proxy's own patient portal account).

Adult Patient

Access to an Incapable Adult's Patient Portal Record
My relationship to the patient is:

- Conservator of the person
- Durable Power of Attorney for Healthcare Decisions
- Health Care Representative
- Health Care Agent (New York State only)
- Other _____
- Attach documentation verifying your ID, relationship and authority to have access to the patient's medical information.
- You must notify Nuvance Health Facility above in writing immediately in case of any change in authority.

Minor Patient

Access to *Minor Child's* (age 0-12) Patient Portal Record
My relationship to the Child is:

- Parent of the Child
- Legal Guardian of the Child

If a legal guardian, attach a copy of the court order of legal guardianship. If parent has a different last name they must attach Paternity Acknowledgment or Birth Certificate.

You will be granted full access to your child's record until the child turns 13 years old. Between the ages of 13 - 18 no clinical information from their record will post to the portal account. At this age discussions between parents or guardians and the provider are best kept on a face to face or telephone basis.

Proxy Information:

By signing below, I the proxy acknowledge and agree that I will comply with the Patient Portal Terms and Conditions.

X _____
Signature of Proxy Date

Proxy Name: _____ Date of Birth: _____
Last First M.I.

Address: _____ Phone
Number: _____
Street Address City, State Zip Code

Email Address: _____

Send forms & documents to EMPI Email: HQEMPI@health-quest.org