



Dartmouth  
Health

**Designation of Personal  
Representative**

MRN (optional): \_\_\_\_\_

Patient Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Two identifiers needed or Patient Label

I hereby designate the following Personal Representative to assist me in exercising my health information rights under the New Hampshire Patients' Bill of Rights and the federal HIPAA Privacy Rule, as indicated below:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Verbal Conversations:**

I permit the staff at Dartmouth Health comprised of: Alice Peck Day Memorial Hospital (APD), Cheshire Medical Center, Dartmouth Hitchcock Medical Center (DHMC) and Dartmouth Hitchcock Clinics (DHC), Hampstead Hospital, Hanover Psychiatry, Mt. Ascutney Hospital and Health Center (Mt. Ascutney), New London Hospital, including Newport Health Center (NLH), and Visiting Nurse and Hospice for VT and NH (VNH), to discuss my protected health information, in person or by telephone, with the person named above. This includes the ability to make, cancel, or reschedule appointments on my behalf and assist me in making payments or inquiring about my billing account.

**Other:**

In addition, I grant my Personal Representative the following:

- ☐ Proxy access to my "myDH" patient portal account;
- ☐ The ability to request or receive paper or electronic copies of my medical records;
- ☐ The ability to authorize the use or disclosure of my protected health information;

I understand and acknowledge that the protected health information I am authorizing Dartmouth Health: APD, Cheshire Medical Center, DHMC, DHC, Hampstead Hospital, Hanover Psychiatry, Mt. Ascutney, NLH or VNH, to share with my Personal Representative may contain drug/alcohol abuse, mental health, HIV, and/or genetic testing information.

I understand and acknowledge that this designation applies to all clinical areas of Dartmouth Health.

This authorization shall remain in effect until I send a written request to revoke to Dartmouth Health. Submitting a new form will revoke an existing form.


\_\_\_\_\_  
Patient's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Patient or Legal Representative

\_\_\_\_\_  
Legal Representative's Name (if applicable)

"Dartmouth Health (DH)" is the corporate parent of the covered entities listed below, each of which is an individual corporate entity legally separate and distinct from Dartmouth Health. Member organizations include: Alice Peck Day Memorial Hospital, Cheshire Medical Center, Mary Hitchcock Memorial Hospital and Dartmouth Hitchcock Clinic, operating jointly as "Dartmouth Hitchcock", Hampstead Hospital, Hanover Psychiatry, Mt. Ascutney Hospital and Health Center, New London Hospital, and Visiting Nurses and Hospice for VT and NH. The DH ACE is comprised only of DH members who are currently using a single, integrated electronic medical record system, referred to sometimes as "eDH."

 <b>Dartmouth Health</b> Designation of Personal Representative	MRN (optional): _____ Patient Name: <u>Barbie Sample</u> Date of Birth: <u>March 9, 1969</u> <small>(See instructions enclosed in Patient Letter)</small>
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I hereby designate the following Personal Representative to assist me in exercising my health information rights under the New Hampshire Patients' Bill of Rights and the federal HIPAA Privacy Rule, as indicated below:

Name: Ken Sample Relationship: spouse Date of Birth: 3/11/1961

Address: 1959 Malibu Way, Lebanon NH Phone Number: 603-867-5309

**Verbal Conversations:**

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Barbie Sample 9/25/2025  
 Patient's Printed Name Date

Barbie Sample \_\_\_\_\_  
 Signature of Patient or Legal Representative Legal Representative's Name (if applicable)

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Health Information Services Approval: 9/05/2025 EFMC Approval: 9/10/2025 Page 1 of 1  
 Sent to: Personal Representative

Returning your Designation of Personal Representative Form for myDH Portal Access – Send form to: [myDH@hitchcock.org](mailto:myDH@hitchcock.org)

- ☐ **Alice Peck Day**, HIS Dept., 10 Alice Peck Day Drive, Lebanon, NH 03766, Ph: 603-650-7110, Fax: 603-640-1970  
email: [medicalrecord@apdmh.org](mailto:medicalrecord@apdmh.org)
- ☐ **Cheshire Medical Center**, HIM Dept., 590 Court Street, Keene, NH 03431, Ph: 603-354-5477, Fax: 603-676-4253  
email: [cmcroi@cheshire-med.com](mailto:cmcroi@cheshire-med.com)
- ☐ **Dartmouth Hitchcock Medical Center**, HIS Dept., 1 Medical Center Drive, Lebanon NH 03756, Ph: 603-650-7110, Fax: 603-727-7406  
email: [HIS@hitchcock.org](mailto:HIS@hitchcock.org)
- ☐ **Hampstead Hospital**, HIM Dept., 218 East Road, Hampstead, NH 03841, Ph: 603-329-5311, Fax: 603-329-9460
- ☐ **Hanover Psychiatry**, 23 S. Main Street, Suite 2B, Hanover, NH 03755, Ph: 603-277-9110, Fax: 603-277-9154
- ☐ **DH Manchester, Nashua & Concord**, HIS Dept., 100 Hitchcock Way, Manchester, NH 03104, Ph: 603-695-2820, Fax: 603-727-7828  
email: [DH-ROI@hitchcock.org](mailto:DH-ROI@hitchcock.org)
- ☐ **Mt. Ascutney Hospital and Health Center**, HIM Dept., 289 County Road, Windsor, VT 05089, Ph: 802-674-6711, Fax: 603-727-7904  
email: [HIM@mahhc.org](mailto:HIM@mahhc.org)
- ☐ **New London Hospital**, HIS Dept., 273 County Road, New London, NH 03257, Ph: 603-526-5247, Fax: 603-526-5051  
email: [NLHMedicalRecords@NewLondonHospital.org](mailto:NLHMedicalRecords@NewLondonHospital.org)
- ☐ **Newport Health Center**, ROI Dept., 11 John Stark Highway, Newport, NH 03773, Ph: 603-865-2855, Fax: 603-863-3585
- ☐ **Visiting Nurse and Hospice for VT/NH**, HIS Dept., 1 Medical Center Drive, Lebanon, NH 03756, Ph: 603-650-7110,  
Fax: 603-727-7406 email: [HIS@hitchcock.org](mailto:HIS@hitchcock.org)