Dartmouth Health

How to use the "Permission to Send Health Information to Dartmouth Health" form.

This form should be used when you want your healthcare provider to send your medical records to Dartmouth Health.

Please note that sending a healthcare provider's office notes may have additional requirements for authorizing records to be released to Dartmouth Health.

PATIENT INFORMATION

Complete each box as indicated with the following information:

- Patient's name (please print clearly)
- Patient's date of birth
- Patient/Personal Representative's phone number
- Patient's mailing address, including City, State, and Zip Code

SENDER

Please fill in which healthcare provider/facility you are authorizing to send your medical records to Dartmouth-Hitchcock including:

- Provider/facility name
- Mailing address including Street, City, State, and Zip Code
- Fax number for the healthcare provider/facility

RECIPIENT

Check the Dartmouth Health location where you would like your information sent. You may check multiple locations. If you would like your records to be sent to a specific healthcare provider at Dartmouth Health, please fill in the appropriate provider's name or department/section (e.g., Pediatrics, Orthopaedics, etc.).

- ❑ **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*
- ❑ **Cheshire Medical Center**, HIM Dept., 590 Court Street, Keene, NH 03431, Ph: 603-354-5477, Fax: 603-676-4253 email: *cmcroi@cheshire-med.com*
- ❑ **Dartmouth Health Home Care**, HIS Dept., 1 Medical Center Drive, Lebanon, NH 03756, Ph: 603-650-7110, Fax: 603-727-7406
- ❑ **Dartmouth Hitchcock Medical Center**, HIS Dept., 1 Medical Center Drive, Lebanon NH 03756, Ph: 603-650-7110, Fax: 603-727-7406 email: *DHMC.MedicalRecords@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*
- ❑ **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*
- ❑ **New London Hospital**, HIS Dept., 273 County Road, New London, NH 03257, Ph: 603-526-5247, Fax: 603-526-5051 email: *NLHMedicalRecords@NewLondonHospital.org*
- ❑ **Newport Health Center**, ROI Dept., 11 John Stark Highway, Newport, NH 03773, Ph: 603-865-2855, Fax: 603-863-3585
- ❑ **Valley Regional Hospital,** HIS Dept, 253 Elm Street, Claremont NH 03743, Ph: 603-542-1831, Fax: 603-542-1815, email: healthinfo@vrh.org

HEALTH INFORMATION TO BE SHARED

Fill in the date range that applies to the health information you are requesting to be sent to Dartmouth Health.
Check the box(es) that describe the information you are requesting to be sent to Dartmouth Health.

- For multi-provider group practices, you can indicate you want to have records sent from only a specific provider by checking the "Records from a specific provider" box and filling in the relevant provider's name.

Fill in a description of the purpose of the requested records. Examples: Transfer to new provider, facilitate treatment, summarize treatment, etc. **This section must be completed in order for the form to be valid.**

SENSITIVE HEALTH INFORMATION

Depending on the state where your healthcare provider practices, additional laws and/or signature requirements may apply to releases of "sensitive" categories of health information. **If you do not place your initials in the spaces provided**, the healthcare provider may release such sensitive information as necessary to fulfill your request.

DURATION & REVOCATION

Your authorization will remain valid for one year from the date of your signature, unless you specify a different date in the space provided. You have the right to revoke your permission at any time. Note that your revocation will not apply to any previously released information. Please revoke by following the directions in the healthcare provider's Notice of Privacy Practices, or call the provider's office where your records are located.

ADDITIONAL INFORMATION

Please read this section on the form. Please fill in the blank space with the sending healthcare provider's name.

SIGNATURE

Sign and date the authorization. Patients between the ages of 12 and 17 may be required to sign the form in addition to their parent/legal guardian, depending on the type of care received. This will be determined by the sending healthcare provider's protocol.
If you are not the patient, describe your relationship and legal authority to sign on behalf of the patient. In some cases, you may be required to provide legal paperwork verifying your legal authority (e.g., court-appointed guardian, power of attorney for health care). Check with the sending healthcare provider's office regarding these requirements.