INSTRUCTIONS for How to fill out "Permission to Share Protected Health Information" authorization form

- **Please complete all sections. An incomplete authorization may result in a delay in processing your request.**
- ***This form should be used when you want your medical records held by us to be sent to a third party.***

PATIENT INFORMATION

Complete each section as indicated with the following information:
(1) Patient's name (please print clearly); (2) Patient's Date of Birth; (3) Telephone number where requester can be reached during the day; (4) Patient's Mailing Address, including City, State, and Zip Code

DARTMOUTH HEALTH COVERED ENTITY (DH ACE) FACILITY (Please indicate the location of the records you want shared)

- ❑ **Alice Peck Day**, *Health Information Services, 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,** *Health Information Services, 1 Medical Center Drive, Lebanon, NH 03756, Ph: 603-650-7110, Fax: 603-727-7869, email: Lebanon.ROI@hitchcock.org*
- ❑ **Dartmouth Hitchcock Medical Center**, *Health Information Services, 1 Medical Center Drive, Lebanon NH 03756, Ph: 603-650-7110, Fax: 603-727-7869 email: Lebanon.ROI@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*
- ❑ **Dartmouth Hitchcock Manchester, Nashua & Concord** , *Health Information Services, 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**, *Health Information Services, 273 County Road, New London, NH 03257, Ph: 603-526-5247, Fax: 603-526-5051 email: NLHMedicalRecords@NewLondonHospital.org*
- ❑ **Newport Health Center**, *Release of Information, 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

RECIPIENT

Tell us the individual or business entity that is to receive the information. Include: (1) Recipient's or Business Entity's (Company's) Name. If the information is for your own personal use, write "Self;" (2) Telephone number of the person or entity who will receive the information; (3) Mailing address of who will receive the information, including City, State, and Zip Code.

PURPOSE

Check the box that best describes the purpose for sharing your health information. If no box relates to your purpose, check "Other" and state the purpose for the release on the line provided. **This section must be filled out in order for the form to be valid.**

INFORMATION TO BE SHARED

- Indicate whether you are authorizing verbal communications or medical records release, or both.
- Fill in the date range that applies to the health information you are requesting we share.
- Check the box(es) that apply to your request.
- You can tell us you want your records from only a specific provider by checking the "Records from a specific provider" box and filling in the relevant provider's name.

DELIVERY: Please indicate delivery preference. If no options are checked, typically the records will be sent via USPS.

FORMAT: Please indicate whether you want the records in paper format or in electronic format (PDF) on an encrypted CD.

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. Please revoke by following the directions in our Notice of Privacy Practices, available on our website, or contact the Privacy Office at PrivacyOffice@hitchcock.org or 1-844-754-8250.

ADDITIONAL INFORMATION / QUESTIONS

Please read. Sometimes there is a fee for sending your records. Please call for any questions around fees.

SENSITIVE HEALTH INFORMATION

If you do not place your initials in the space provided, we **WILL** release sensitive information contained in your medical record as necessary to fulfill your request. For more information on how we share your sensitive information, please refer to our Notice of Privacy Practices, available on our website, or contact the Privacy Office at PrivacyOffice@hitchcock.org or 1-844-754-8250.

SIGNATURE

Sign and date the authorization. Patients between the ages of 12 and 17 may be required to sign this form, depending on the type of care received. If you are not the patient, describe your relationship to the patient and legal authority to sign. In some cases, you will be required to provide legal paperwork verifying your authority (e.g., court-appointed guardian, power of attorney for health care, appointment from court of executorship/administrator of decedent's estate).