

**PATIENT INFORMATION**

Patient Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FACILITY**

**Please check the current location of the records you want shared:**

Dartmouth-Hitchcock Medical Center (Lebanon)    Concord    Keene    Manchester    Nashua    Plymouth Pediatrics  
 Other: \_\_\_\_\_

**RECIPIENT**

**I authorize Dartmouth-Hitchcock to share my health information with:**

Name of Person/Entity: \_\_\_\_\_  
Title (Physician, Attorney, etc.): \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Purpose of Disclosure:**

Medical Care    Insurance    Legal    Transferring to New Provider    Other (specify): \_\_\_\_\_

**HEALTH INFORMATION TO BE SHARED**

**Copies of my health information within the following dates:** \_\_\_\_\_ **to** \_\_\_\_\_

**Abstract *OR* check only those documents needed:**

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Discharge Summary               | <input type="checkbox"/> Emergency Department Reports            | <input type="checkbox"/> Immunizations                                      |
| <input type="checkbox"/> Inpatient Progress Notes        | <input type="checkbox"/> Laboratory/Pathology Reports            | <input type="checkbox"/> Operative Reports                                  |
| <input type="checkbox"/> Outpatient Visit (Office) Notes | <input type="checkbox"/> School Physical Forms                   | <input type="checkbox"/> X-Ray Reports <input type="checkbox"/> X-Ray Films |
| <input type="checkbox"/> Other _____                     | <input type="checkbox"/> Records from a specific provider: _____ |   |

**Delivery Preference:**  Pickup    Mail    Patient Portal    Fax (for Medical Care purposes) - Fax Number: (    ) \_\_\_\_\_

**SENSITIVE HEALTH INFORMATION**

**The following types of information will be released UNLESS you place your initials in the space provided:**

|                                       |  |
|---------------------------------------|--|
| _____ Mental health treatment records | _____ Sexually Transmitted Disease (STD) treatment records   |
| _____ Genetic testing                 | _____ Alcohol/drug abuse treatment records, including Dartmouth-Hitchcock<br>Psychiatric Associates Addiction Treatment Program (DHMC-ATP) |
| _____ HIV/AIDS test results           |  |

**DURATION & REVOCATION**

This authorization will remain in effect for one year from the date of the signature below, unless you specify a different date here: \_\_\_\_\_ (date). You or your Personal Representative may revoke this authorization at any time by providing written notice as specified in our Notice of Privacy Practices; however, your revocation will not apply to any previously released information.

**ADDITIONAL INFORMATION**

**I understand that:**

- A fee for the cost of processing this request may be charged.
- Dartmouth-Hitchcock will not condition my ability to receive healthcare services on providing or refusing to provide this authorization. The only circumstance where refusal to sign means I will not receive health care services is if the health care services are solely for the purpose of providing health information to someone else and the authorization is necessary to make that disclosure.
- Once this information is shared with the recipient you specified above, how that recipient further discloses it may no longer be protected under federal and state privacy regulations.
- Dartmouth-Hitchcock may utilize a business associate/authorized agent to assist in fulfilling this request.

**SIGNATURE**

\_\_\_\_\_  
**Signature of Patient or Personal Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Patient or Personal Representative**

\_\_\_\_\_  
**Description of Personal Representative's Authority**

## INSTRUCTIONS:

### How to fill out "Permission to Share Patient Health Information" authorization form

*This form should be used when you want your medical records held by Dartmouth-Hitchcock to be sent to a third party.*

Please complete all sections. An incomplete authorization may result in a delay in processing your request.

#### PATIENT INFORMATION

Complete each box as indicated with the following information:

- Patient's name (please print clearly)
- Patient's Date of Birth
- Telephone number where you can be reached during the day
- Patient's Mailing Address, including City, State, and Zip Code

#### FACILITY

Please tell us the current location of the records that you want shared. **If the records you need are located in more than one D-H facility, please send a copy of the "Permission to Share Patient Health Information" form to all relevant facilities to be processed.**

| Concord   | Keene  | Lebanon  | Manchester  | Nashua   | Plymouth Pediatrics  |
|---|--|--|---|--|--|
| Medical Release Dept.<br>253 Pleasant St.<br>Concord, NH 03301<br>Ph: (603) 229-5145<br>Fax: (603) 229-5146 | HIM Dept.<br>590 Court St.<br>Keene, NH 03431<br>Ph: (603) 354-5477<br>Fax: (603) 354-5478 | Release of Information<br>1 Medical Center Dr.<br>Lebanon, NH 03756<br>Ph: (603) 650-7110<br>Fax: (603) 650-6332 | Health Information Services<br>100 Hitchcock Way<br>Manchester, NH 03104<br>Ph: (603) 695-2820<br>Fax: (603) 695-2536 | Health Information Services<br>2300 Southwood Dr.<br>Nashua, NH 03063<br>Ph: (603) 577-4037<br>Fax: (603) 577-4039 | 71 Highland St.<br>Plymouth, NH 03264<br>Ph: (603) 536-3700<br>Fax: (603) 536-5384 |

#### RECIPIENT

Tell us the individual or business entity that is to receive the information. Include:

- Recipient's Name or Business Entity's (Company's) Name
- Title of who is to receive the information. Examples: Physician, Attorney, Insurance Company, etc.
- Telephone number of the person or entity who will receive the information
- Mailing address of who will receive the information, including City, State, and Zip Code

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. Examples: Immunizations, Benefits, Workers' Compensation, Personal, etc. **This section must be filled out in order for the form to be valid.**

#### HEALTH INFORMATION TO BE SHARED

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:

- An Abstract is a comprehensive **summary** of your healthcare information. An Abstract is **not** a complete copy of your health (medical) record maintained by Dartmouth-Hitchcock.
- 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.

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

#### 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 where your records are located.

#### 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 call the Privacy Office where your records are located.

#### ADDITIONAL INFORMATION

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

#### 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 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). For a deceased patient, a court order appointing you as the executor or administrator must accompany the form.