



**Designation of Personal Representative  
Minor Child**

MRN:

NAME:

Two identifiers needed

DOB:

I hereby designate the following Personal Representative to assist my child 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 \_\_\_\_\_

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

**Verbal Conversations:**

I permit the staff at Dartmouth-Hitchcock (comprised of Mary Hitchcock Memorial Hospital and Dartmouth-Hitchcock Clinics), Cheshire Medical Center, Alice Peck Day Memorial Hospital (APD) and New London Hospital, including Newport Health Center (NLH) to discuss my child's 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 child's behalf and assist in making payments or inquiring about my child's billing account.

**Other:**

In addition, I grant my child's Personal Representative the following:

- Proxy access to my child's "myD-H" patient portal account;
- The ability to request or receive paper or electronic copies of my child's medical records
- The ability to authorize use or disclosure of my child's protected health information;

I understand and acknowledge that the protected health information I am authorizing Dartmouth-Hitchcock, Cheshire Medical Center, APD and NLH to share with my child's Personal Representative may contain drug/alcohol abuse, mental health, HIV, and/or genetic testing information.

I/we understand and acknowledge that this designation applies to all clinical areas of Dartmouth-Hitchcock, Cheshire Medical Center, APD and NLH.

**For a non-custodial person to be granted the rights and permissions identified above to the protected health information of a minor child, both legal parents (if applicable) of the minor child must sign this form approving the appointment of the above-named designee. If custodial and parental rights and responsibilities have been granted by the Court, that documentation must be on file with Dartmouth-Hitchcock at or prior to the signing of this form or the designation of a personal representative for the minor child cannot be conveyed.**

This authorization shall remain in effect until I/we send a written request to revoke to Dartmouth-Hitchcock, Cheshire Medical Center, APD or NLH Health Information Services. Submitting a new form will revoke an existing form.

\_\_\_\_\_  
Signature of Parent or Guardian                      Date                      Printed Name                      Relationship

\_\_\_\_\_  
Signature of Parent or Guardian                      Date                      Printed Name                      Relationship

"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 Health," Mt. Ascutney Hospital and Health Center, New London Hospital, Hanover Psychiatry 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."