

## INSTRUCTIONS:

### 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. If you want Dartmouth Health to send your medical records to another healthcare provider or other third party, please use the “Permission to Share Patient Health Information” authorization form. You can find the form at: [http://www.dartmouth-hitchcock.org/medical-information/medical\\_records\\_release\\_forms.html](http://www.dartmouth-hitchcock.org/medical-information/medical_records_release_forms.html)*

**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.).

#### 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.

<b>Alice Peck Day</b> Health Information Services 10 Alice Peck Day Dr. Lebanon NH 03766 Ph: (603) 308-0026 Fax: (603) 640-1970 Email: <a href="mailto:medicalrecords@apdmh.org">medicalrecords@apdmh.org</a>	<b>Cheshire Medical Center</b> HIM Department 590 Court St. Keene, NH 03431 Ph: (603) 354-5477 Fax: (603) 354-6530 Email: <a href="mailto:cmcroi@cheshire-med.com">cmcroi@cheshire-med.com</a>	<b>Concord - DH</b> Health Information Services 253 Pleasant St. Concord, NH 03301 Ph: (603) 229-5145 Fax: (603) 676-4394 Email: <a href="mailto:DH-ROI@hitchcock.org">DH-ROI@hitchcock.org</a>	<b>Dartmouth Hitchcock Medical Center</b> Release of Information 1 Medical Center Dr. Lebanon, NH 03756 Ph: (603) 650-7110 Fax: (603) 727-7869 Email: <a href="mailto:Lebanon.Release.of.Information@hitchcock.org">Lebanon.Release.of.Information@hitchcock.org</a>	
<b>Hanover Psychiatry</b> 23 S. Main St., Ste. 2B Hanover, NH 03755 Ph: (603) 277-9110 Fax: (603) 277-9154	<b>Manchester - DH</b> Health Information Services 100 Hitchcock Way Manchester, NH 03104 Ph: (603) 695-2820 Fax: (603) 676-4290 Email: <a href="mailto:DH-ROI@hitchcock.org">DH-ROI@hitchcock.org</a>	<b>Nashua - DH</b> Health Information Services 2300 Southwood Dr. Nashua, NH 03063 Ph: (603) 577-4037 Fax: (603) 727-7855 Email: <a href="mailto:DH-ROI@hitchcock.org">DH-ROI@hitchcock.org</a>	<b>New London Hospital</b> Release of Information 273 County Rd. New London, NH 03257 Ph: (603) 526-5247 Fax: (603) 526-5051	<b>Visiting Nurse and Hospice for VT/NH</b> Release of Information 1 Medical Center Dr. Lebanon, NH 03756 Ph: (603) 650-7110 Fax: (603) 727-7869 Email: <a href="mailto:Lebanon.Release.of.Information@hitchcock.org">Lebanon.Release.of.Information@hitchcock.org</a>