



**Health Information Management Department
Patient Portal/Proxy Access**

Patient Name: _____

Patient DOB: _____ **Patient Email:** _____

Address: _____

Last 4 of SSN: _____ **or Zip Code:** _____

Was this email address previously used for another Patient's Request? YES/NO
(the same email address cannot be used by more than one patient)

Is this for Proxy Request? (Circle One) **YES** **NO**

If yes, complete the information below

Name of Proxy: _____

Relationship to Patient: _____ **Proxy Date of Birth:** _____

Proxy Email: _____

Signature of Patient: _____ **Date:** _____

“Private access can be set up for only one adult patient at each e-mail address. Each adult patient must provide a unique and private email address.”

More than one user can be on the same account, although this is discouraged due to confidentiality. If 2 users choose to use the same email address and want to share a Portal account, the first person will need to login first as the primary user. The second person will be a proxy user to the first person. This is the only way to use the same email address for more than one Portal user. Both patients' accounts will then be visible under the same Portal account. The primary user will show up in the window and there is a drop-down arrow where the other user can be selected.

**Please fax completed form to the HIM Department at 866-313-4204
For additional information please contact the HIM department at 302-645-3282**

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