

## Patient Portal Proxy Access Overview

If you are requesting proxy access, please check one of the boxes below and complete the corresponding form. Please note that for all types of proxy access, the patient's personal health records will be accessed through the patient's *Patient Portal* account. If the patient does not currently have a *Patient Portal* account, the patient will need to request an access code and activate a *Patient Portal* account prior to submitting the proxy request.

- Adult-Adult** (Access to another adult's Patient Portal record)  
The patient must complete and sign the Adult Proxy Authorization Form included in this packet.
  
- Adult-Child** (Access to your minor child's Patient Portal record)<sup>1</sup>  
The parent must complete and sign the Adult-Child Proxy Authorization Form. Please note that due to Ohio law not all of your minor child's health information will be available on the Patient Portal. Once your child reaches age 18, you will no longer have any access to your child's Patient Portal Record.
  
- Legal Guardian – Documentation Required**  
The legal guardian must complete and sign the Legal Guardian Proxy Authorization Form. Print the Title and the legal document granting guardianship.
  - Legal Guardian (court order)
  - Power of Attorney for healthcare (activation)
  - Other: \_\_\_\_\_

### Submission Instructions:

Please bring your completed form and proper identification to the Firelands Regional Medical Center Medical Records department. This form must be submitted in person in order to verify your identity. If you have questions you may call the Firelands Regional Medical Center at 419-557-7916.

<sup>1</sup> Access to medical records through the Medical Records department is not in any way altered by Patient Portal access rights.