



**PARENT/GUARDIAN - PATIENT PORTAL ACCESS FORM**

**1. Patient Information:**

Patient Name:

\_\_\_\_\_  
Last First Date of Birth

Address:

\_\_\_\_\_  
Street Address City, State Zip Code

**2. Parent/Guardian (Proxy) Information:**

Proxy Name:

\_\_\_\_\_  
Last First Relationship

Address:

\_\_\_\_\_  
Street Address City, State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CHECK BELOW FOR ACCEES THAT IS BEING REQUESTED:**

<input type="checkbox"/> <b>ADULT PATIENT ACCESS</b>	<input type="checkbox"/> <b>MINOR PATIENT ACCESS</b>
<ul style="list-style-type: none"><li>❖ Only a court appointed legal guardian may access the account of an adult.</li><li>❖ A copy of the court documents confirming current guardianship must accompany this request.</li><li>❖ The legal guardian must notify DMC Primary Care immediately if there are any changes in the status of the guardianship.</li></ul>	<p>Relationship to the minor child:</p> <p><input type="checkbox"/> Parent</p> <p><input type="checkbox"/> Guardian</p> <ul style="list-style-type: none"><li>❖ Only a parent or guardian may access a minor child's account.</li><li>❖ If a guardian, court documents confirming permanent guardianship must accompany this request.</li><li>❖ Temporary guardians or foster parents will not be granted access.</li><li>❖ <b>Access can only be granted for minors age 0-11. At age 12, access to a minor's record must be requested through the Health Information Management Department (see details on Page 2).</b></li></ul>



**By requesting proxy access to a FollowMyHealth account as a parent or legal guardian, I understand and agree to the following:**

- Individuals requesting access to a minor's account must be a parent or court-appointed legal guardian.
- Legal guardians must provide court documentation verifying current guardianship status.
- Legal guardians are obligated to notify DMC Primary Care (DMC) immediately if a guardianship has been terminated.
- A parent or guardian must notify DMC immediately of any new restrictions regarding access to the patient's medical record.
- A parent or legal guardian must abide by the FollowMyHealth *Terms and Conditions of Use*.
- Communication through FollowMyHealth on behalf of the patient must be sent from the patient's medical record; similarly, all DMC responses will be in the patient's medical record.
- Once a patient turns 12, the parent or guardian's access to the FollowMyHealth account will be terminated.
  - Minors are permitted by law to consent to certain testing and treatment.
  - DMC is unable to provide limited portal access; therefore, access to the patient portal will be terminated.
  - A parent or guardian may still request copies of the patient's medical records from the DMC Health Information Management Department.
- Portal access will be revoked in the following situations:
  - Parent or legal guardian submits a written request to revoke proxy access;
  - Documentation is provided demonstrating that guardianship or parental rights have been terminated;
  - The minor turns 12 years old;
  - The minor provides documentation of emancipation; or
  - Access disputes by parents and/or guardians that cannot be resolved.

**Parent or Legal Guardian:**

\_\_\_\_\_  
Signature (Required)

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date