

# Hospital Services Patient Portal Sign-up Accessing a Minor's Records

Internal Use:
MRN: _____
Acct: _____

The Patient Portal is a secure way for you to access your child's medical records. Portal requests can take 3-4 business days to process. Further steps and instructions on using the portal will be sent to the user's e-mail address you provide below.

Portal access to a minor's medical record requires authorization from the parent or legal guardian. Vermont state law protects the patient privacy of minors for certain types of treatment. Portal access to a minor's medical record is available for newborns and children through the age of 12. Portal access is not available for patients who are 12 years of age until 18 years of age.

## Step 1: Patient Information

**This is the patient's medical record that the portal user will access.**

Child's Name (Please Print): \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

## Step 2: Portal User Information

**This is the user account that will be created. They will have access to the patient's record listed above.**

User's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

User's E-Mail Address: \_\_\_\_\_

By signing this form, I am authorizing Central Vermont Medical Center to create a portal user account (identified in Step 2) for the minor patient listed above (identified in Step1). I understand that portal access can be revoked at any time by notifying Health Information Management in writing.

**Signature of Parent or Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Please return form to:**  
Central Vermont Medical Center  
Health Information Management  
P.O. Box 547  
Barre, VT 05641

**If you have any questions, please feel free to contact us at:**

Phone: 802-371-4213

Email: [CVMC.PatientPortal@cvmc.org](mailto:CVMC.PatientPortal@cvmc.org)

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