



Request for Audit of Access to Patient Health Information in the Vermont Health Information Exchange

Patient name (Last, First, MI) (please print) _____/_____/_____
Patient birthdate

Patient address (Street, City, State, Zip code)

Patient Phone Number (Home) _____
Patient Phone Number (Cell / Alternate)

An individual may request an Audit Report of access to his or her protected health information on the Vermont Health Information Exchange by contacting Vermont Information Technology Leaders, Inc. VITL shall provide the requested Audit Report as soon as reasonably possible and within 30 calendar days. **The identity of the person named above, or the person's authorized representative, must be verified by a Notary Public.** This is a two-page form: use page two when verifying identity by notary public.

I wish to request an Audit Report of access to my protected health information on the Vermont Health Information Exchange, starting on _____ and ending _____.
Start Date End Date

Signature of Patient or Authorized Representative _____
Date

Name of Authorized Representative (please print) _____
Relationship to Patient

Authorized Representative address, if different from patient (Street, City, State, Zip code)

Authorized Rep. Phone Number (Home) _____
Authorized Rep. Phone Number (Cell / Alternate)

Verification by Notary Public

Instructions for Notary Public: Before signing below, examine government photo ID to verify identity of Patient or Authorized Representative.

STATE OF _____

COUNTY OF _____, ss.

At _____, this _____ day of _____, _____ personally appeared, and he acknowledged this instrument by him sealed and subscribed, to be his free act and deed.

Before me, _____

Notary Public

My Commission Expires: _____

Date

Send completed form including notary public verification to:

Vermont Information Technology Leaders, Inc.
C/O Privacy Officer
150 Dorset St.
Suite 245, RMB 358
So. Burlington, VT 05403

For more information about this form, contact VITL toll-free at 888-980-1243