



# Request to View Protected Health Information in the Vermont Health Information Exchange

The Vermont Health Information Exchange, managed by VITL, contains Protected Health Information contributed by many organizations where Vermonters receive health care. This includes information like diagnoses, medications, lab test results, visit notes, and more (see <https://vitl.net/for-vermonters/fags/> for more details). Individuals have the right to request a copy of their Protected Health Information available on the Vermont Health Information Exchange.

To request a copy of your health information, please complete this form and sign it in front of a notary. Then mail the completed, notarized form to VITL.

## 1. Name and Contact Information

**Patient Name:** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_  
(Last, First, MI) (please print)

**Address:** \_\_\_\_\_  
(Street, City, State, Zip code)

**Phone Number: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

If you are completing this form for someone else, please complete the following information:

\_\_\_\_\_  
**Name of Personal Representative\* (please print)** **Relationship to Patient**

\_\_\_\_\_  
**Personal Representative\* Address, if different from patient (Street, City, State, Zip code)**

**Personal Representative\* Phone Number: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

## 2. Requested Date Range

Please indicate the date range for the audit you are requesting. If you do not request a date range, then three (3) years will be the default from the date VITL receives the request.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

### 3. Requested Format

Please indicate how you would like to receive this information. If no option is selected, the information will be sent via secure encrypted email.

Printed - Send via Certified USPS mail – copy fees apply     Secure encrypted email

#### Copy Fees:

- Secure encrypted email sent free of charge
- VITL charges the following fees for printed copies:
  - The first 10 pages of your printed record are free
  - A standard fee of \$0.50 per page will be charged for additional pages 11-500 pages
  - A standard fee of \$0.10 per page will be charged for all additional pages over 500 pages

\*A Personal Representative is a person who has the legal authority to act on behalf of a person who is an adult or emancipated minor. A Personal Representative may be a parent or guardian who has the legal authority to act on behalf of an unemancipated minor. VITL requires a copy of the documentation that authorizes you to receive the healthcare information requested. Please photocopy and include the relevant document with this form. Some common forms of document establishing authorization to receive healthcare information on behalf of another are: Power of Attorney, Court Appointed Guardianship, Executor of an Estate, a written and signed attestation indicating a parent-child relationship.

### 4. Signature

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**Signature of Patient (if patient is 12 years old or older)**

**Date**

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**Signature of Parent or Authorized Representative\***

**Date**

*\*If patient is younger than 12 years old, signature of Parent or Authorized Representative is required*

*\*If patient is between 12-18 years old, signature of Parent or Authorized Representative is optional*

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**Name of Parent or Authorized Representative\***

**Relationship to Patient**

**5. 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 s/he acknowledged this instrument by him sealed and subscribed, to be his/her free act and deed.

Before me, \_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_  
Date

**6. Send completed form, including notary public verification, to:**

VITL  
C/O Privacy Officer  
150 Dorset St.  
Suite 245, PMB 358  
South Burlington, VT 05403

VITL will provide the requested information within thirty (30) calendar days.

**For additional information or questions about this form, contact VITL Support at 802-861-1800  
9 am – 5 pm, Monday – Friday, except holidays**