

## Communication with Family and Others about Your Care and Permission to See Your Medical Record

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Medical Record Number \_\_\_\_\_

List family members or others you want to be involved with coordinating your care or payment for care at Vanderbilt University Medical Center (VUMC). Be sure to check the box to show which kinds of information may be shared with each person. If anyone listed below works at VUMC, you can show whether you want that person to see your medical record by checking, or not checking, the "view my medical record" box.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to patient \_\_\_\_\_ Expiration Date \_\_\_\_\_

This person has permission to:

- communicate with my health care providers     know about billing and insurance     know about and schedule appointments     view my medical record

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to patient \_\_\_\_\_ Expiration Date \_\_\_\_\_

This person has permission to:

- communicate with my health care providers     know about billing and insurance     know about and schedule appointments     view my medical record

If you give us a code word, we will ask the people listed above for the code before we give any information about you to them. **Your Code Word** \_\_\_\_\_

**We will use the information on this form when communicating with family members or others involved in your care unless you ask for a change. It is your responsibility to tell Medical Information Services right away if you have a change in marital status, child custody arrangements, or other life events that affect this permission.**

Signature of Patient or  
Legal Representative \_\_\_\_\_ Date \_\_\_\_\_

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

**You may get a copy of this completed form.**

**To cancel or change this permission, send a written request with a copy of this form to:**

Vanderbilt University Medical Center  
Medical Information Services – Release of Information  
4560 Trousdale Drive, Suite 101  
Nashville, TN 37204-4538

If you have any questions, call VUMC Medical Information Services at (615) 322-2062.