



## Patient Portal Adult Proxy Access

Adult proxy for the patient portal allows you to securely communicate on behalf of an Sebastopol Orthopaedics & Sports Medicine patient who is 18 years of age or older. In order to obtain access, both the patient and proxy must complete and sign the Adult & Adult Proxy Authorization Form. The proxy's access is terminated when the patient makes a written request to terminate access or the patients revoke access to the patient portal.

### Adult Proxy Terms and Conditions:

- The patient must complete and sign the attached Adult & Adult Proxy Authorization Form signing up for the patient portal and listing you as a proxy. If the patient is unable to complete this form then only a DPOA is authorized to do on their behalf
- An Adult & Adult Proxy Authorization Form must be completed for each proxy the patient would like to grant access to
- Proxy access can be terminated by the patient at anytime by completing an updated Adult & Adult Proxy Authorization Form or revoking access to the patient portal

### How do I obtain Adult Proxy Access for my Patient Portal?

- The patient must complete and sign the attached Adult & Adult Proxy Authorization Form signing up for the patient portal and listing you as a proxy. If the patient is unable to complete this form then only a DPOA is authorized to complete on their behalf
- If the Adult & Adult Proxy Authorization Form is completed in the office, the patient and proxy will be set-up while in the office
- The patient or proxy can drop off, fax or mail the completed form to Sebastopol Orthopaedics & Sports Medicine at 555 Petaluma Blvd., Suite B, Sebastopol, CA 95472 or fax # (707) 823-7625
  - Upon receipt, requests are processed within 3 – 5 business days. Once processed the patient will be called to verify access authorization and then access information will be sent via US Mail to the patient & proxy