



## Patient Portal Pediatric Proxy Access

Pediatric proxy access for the Patient Portal allows you to securely communicate on behalf of a Sebastopol Orthopaedics & Sports Medicine pediatric patient who is under the age of 13. Access is obtained by completing the Pediatric Proxy Authorization Form and is automatically terminated on the child's 13<sup>th</sup> birthday. Proxy access can be terminated by Sebastopol Orthopaedics & Sports Medicine at anytime at its discretion.

### Pediatric Proxy Terms and Conditions:

- The proxy requestor must be the parent or legal guardian of the pediatric patient
- The proxy requestor must complete and sign the attached Pediatric Proxy Authorization Form
- Each proxy requestor must completed a Pediatric Proxy Authorization Form per child
- Proxy access is terminated on the child's 13<sup>th</sup> birthday
- Proxy access can be terminated if access disputes between parents or between parent and patient cannot be resolved at the discretion of Sebastopol Orthopaedics & Sports Medicine

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

- The parent or legal guardian must complete and sign a Pediatric Proxy Authorization Form; one for each child
- If the Pediatric Proxy Authorization Form is completed in the office, the parent/legal guardian proxy will be set-up while in the office
- The patient or proxy can drop off or mail the completed form to Sebastopol Orthopaedics & Sports Medicine at 555 Petaluma Blvd., Suite B, Sebastopol, CA 95472 or fax to (707) 823-7625
  - Upon receipt, requests are processed within 3 – 5 business days. Once processed the parent/legal guardian proxy will be called to verify access authorization and then access information will be sent via US Mail to the parent/legal guardian