



**Health Information Management Department**

**Request for Access to Cerner Patient Portal**

**Patient** \_\_\_\_\_

**DOB:** \_\_\_\_\_

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

**Last 4 of**

**SSN:** \_\_\_\_\_

**Was this email address previously used for another Patient’s Request?      YES**  
**NO**

**Is this for Proxy Request? (Circle One)    YES                  NO**

**If yes, provide proof of POA or signed Release from Patient to allow their proxy to access the patients portal.**

**Name of**  
**Proxy:** \_\_\_\_\_

**Signature of Patient:** \_\_\_\_\_

***“Private access can be set up for only one adult patient at each e-mail address. Each adult patient must provide a unique and private email address.”***

More than one user can be on the same account, although this is discouraged due to confidentiality. If 2 users choose to use the same email address and want to share a Portal account, the first person will need to login first as the primary user. The second person will be a proxy user to the first person. This is the only way to use the same email address for more than one Portal user. Both patients’ accounts will then be visible under the same Portal account. The primary user will show up in the window and there is a drop-down arrow where the other user can be selected.

**Please fax completed form to the HIM Department at 302.645.3501.**  
**For additional information please contact the HIM department at 302.645.3281.**