What Is Proxy Access?

There might be a situation where you need continual access to someone else's medical records or need asssitance managing your own care. You might want to grant a family member or friend access to your medical records when you need assistance managing your appointments and other medical needs.
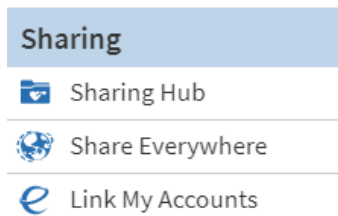
You can request "proxy access" to your family member's account or give access to your account to a family member or caregiver. If you have proxy access to someone's account, you can see their healthcare information, as well as your own, from within the same MyChart account.

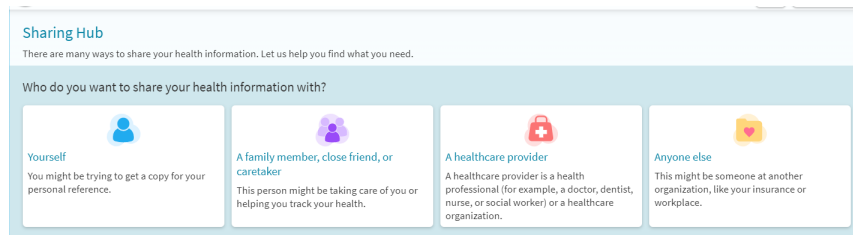## How to Get or Give Proxy Access

Once you have registered your MyChart patient portal, you have the option to share your health information with your friends and family. With the Sharing Hub in MyChart, you can easily manage who has access to your information by adding, adjusting or removing "proxy relationships."
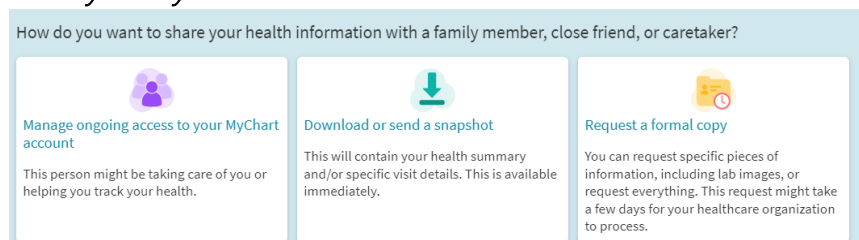
Setting up Proxy Access
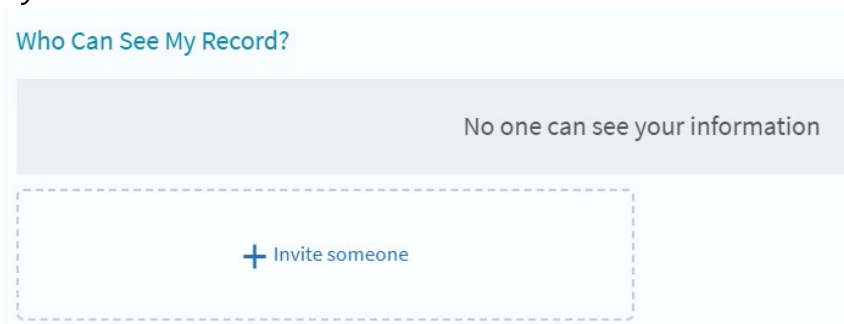
1. Go to the your menu select "Sharing Hub"

2. Under *"Who do you want to share your information with?"* select the option "*A family member, close friend, or caretaker*"
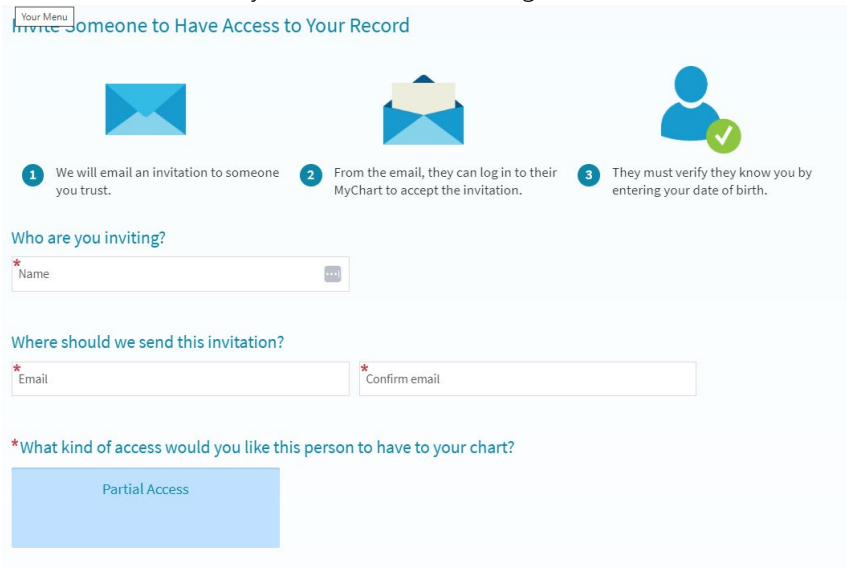

3. Under "*How do you want ot share your health infromation with a family member, close friend, or caretaker?* Select "*Manage ongoing access to your MyChart account*"

4. Under *"Who Can See My Record"* select *"Invite Someone"*

5. Enter the first and last name of the invitation's recipient (the proxy to-be). Enter/confirm the recipient's email address (the email address of his or her MyChart account) and agree to the terms and conditions.

6. Click Send Invite. The recipient will receive an email with a link. The selected proxy will need to provide your birthday to confirm the proxy access.

You can revoke access at anytime by going to the Share hop and selecting "*Manage friend and family access*"

For a video with step by step instructions visit https://bit.ly/MyChart_Proxy or scan the code below.

MyChart Customer support can be reached by call 1-888-727-2017.

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