

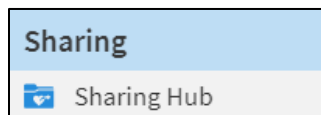
How to Grant Proxy Access Through a MyChart Account

For Teens:

1. Sign into your MyChart account.
2. Select Menu



3. Under Sharing choose Sharing Hub



4. Select A family member, close friend or caretaker.
5. Choose Manage ongoing access to your MyChart account.
6. Click on Invite someone.
7. Fill out your proxy/parent's name and email address.
8. Choose what kind of access you would like to grant your proxy.
 - Refer to the attached Limited View vs Full View Proxy Access Tip Sheet.

Parent accessing Teen: Limited Access	Parent accessing Teen: Full Access
The person you grant access to will have limited access to view account details. This person will not be able to view past appointments but will be able view upcoming appointments and request or cancel appointments.	The person you grant access to is allowed to see everything in your MyChart that you are able to view. This includes your scheduled appointments, provider notes, lab results, and medications. This also includes any services that you as a minor are able to consent to on your own.

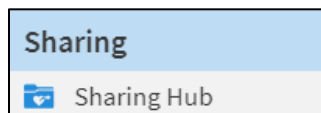
9. Click send invite.

For Adults:

1. Sign into your MyChart account.
2. Select Menu



3. Under Sharing choose Sharing Hub



4. Select A family member, close friend or caretaker.
5. Choose Manage ongoing access to your MyChart account.
6. Click on Invite someone.
7. Fill out person's name and email address that you want to give proxy access to.
8. Choose what kind of access you would like to grant your proxy.

Adult Accessing Adult - Full Access

This type of access is for an adult accessing another adult's record in MyChart. This person will have access to clinical information, along with messaging and scheduling features.

Adult Accessing Adult - Clinical Access

This type of access is for an adult accessing another adult's record in MyChart. This person will have read-only access to clinical information, but will not have access to messaging or scheduling features.

Adult Accessing Adult - Scheduling/Messaging Access

This type of access is for an adult accessing another adult's record in MyChart. This person will have access to scheduling and messaging features only, and will not have access to clinical information.

9. Click send invite.

Limited View vs Full View Proxy Access Tip Sheet:

Limited proxy access to teen patients <u>includes</u>	Limited proxy access to teen patients <u>excludes</u>
• Message your teen's care team • Request, schedule and cancel appointments • eCheck-In for appointments, complete questionnaires, and e-sign documents • Join video visits • Growth charts • View allergies • View immunizations • View preventative care reminders • View and update insurance information and view referrals • View and update contact information	• Test results • Medications • Past visits and After Visit Summaries • Provider notes • Health issues • Medical, surgical, and social history • Documents and scans • Visit summary documents

Full proxy access <u>includes</u>
• Message your care team • Request, schedule and cancel appointments • eCheck-In for appointments, complete questionnaires, and e-sign documents • Join video visits • View allergies • View immunizations • View preventative care reminders • View and update insurance information and view referrals • View and update contact information • Test results • Medications • Past visits and After Visit Summaries • Provider notes • Health issues • Medical, surgical, and social history • Documents and scans • Growth charts • Visit summary documents