
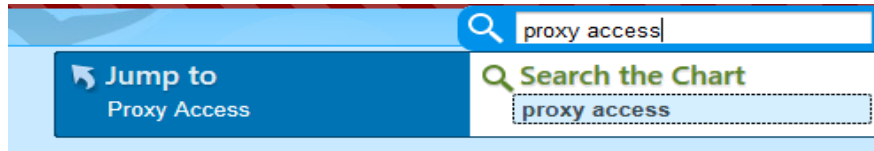


MyChart Proxy Access Tip Sheet: Child

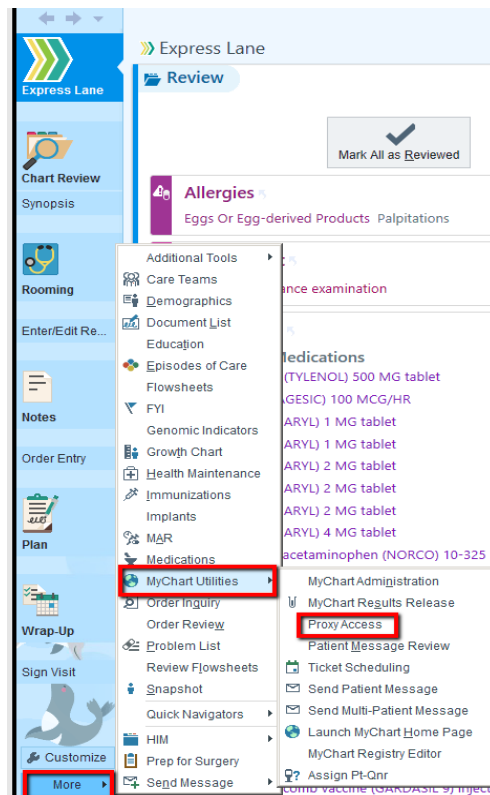
 How to set up a Proxy Access between Child and Adult in the same organization

Proxy access is granted using the proxy access activity.

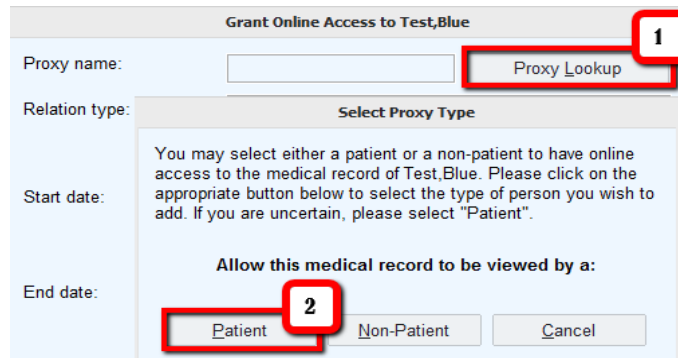
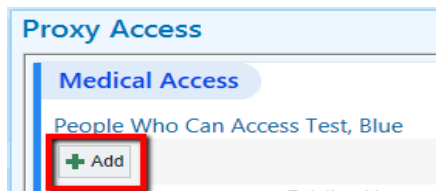
- 1) Log into hyperspace. Type “**Proxy Access**” in chart search. Then select the “**Child**” patient. Proxy access activity will open.



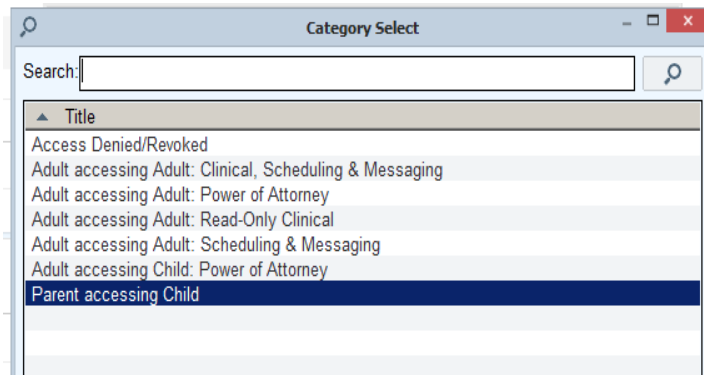
- 2) Another way is to access this activity is by opening the “**Child**” patient chart, going to **More Activities**, selecting **MyChart Utilities** and then selecting **Proxy Access**.



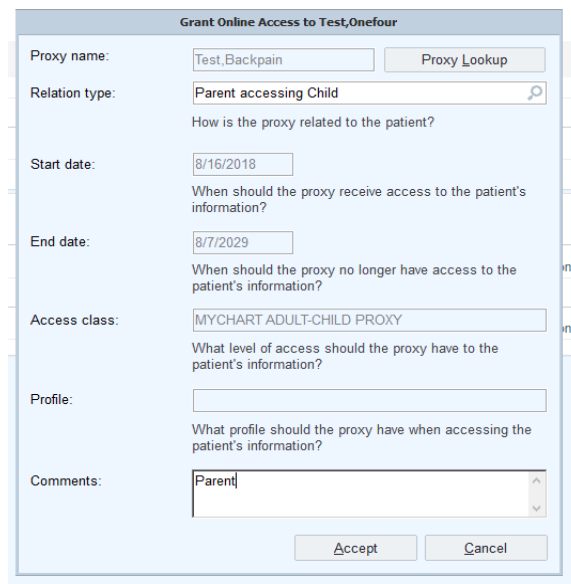
- 3) Use the “**ADD**” button to give proxy access. Click on “**Proxy Look up**” button and select “**PATIENT**” option. Then search for **Parent**. Choose the **Parent**.



4) From the Relationship Type List, choose the appropriate relationship type. (Parent Accessing Child)

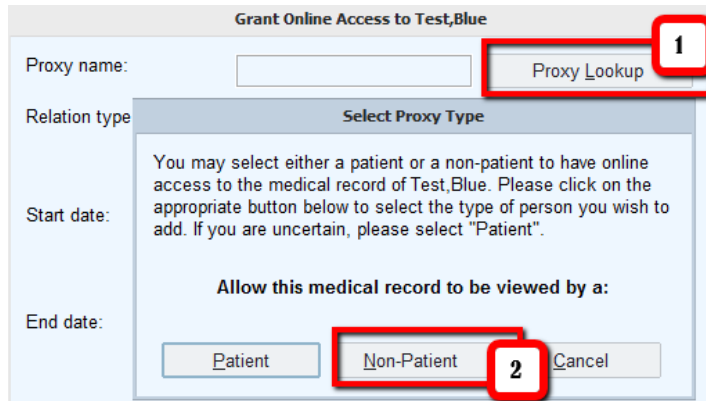


5) In the "Comments" enter the relationship between the child and adult.



How to set up a Proxy Access between Child and Adult from different organization

- 1) Log into hyperspace. Type “**Proxy Access**” in chart search. Then select the “**Child**” patient. Proxy access activity will open.
- 2) Another way is to access this activity is by opening the “**Child**” patient chart, going to **More Activities**, selecting **MyChart Utilities** and then selecting **Proxy Access**.
- 3) Use the “**ADD**” button to give proxy access. Click on “**Proxy Look up**” button and select “**Non-Patient**” option.



Grant Online Access to Test,Blue

Proxy name: Proxy Lookup **1**

Relation type: **Select Proxy Type**

Start date:

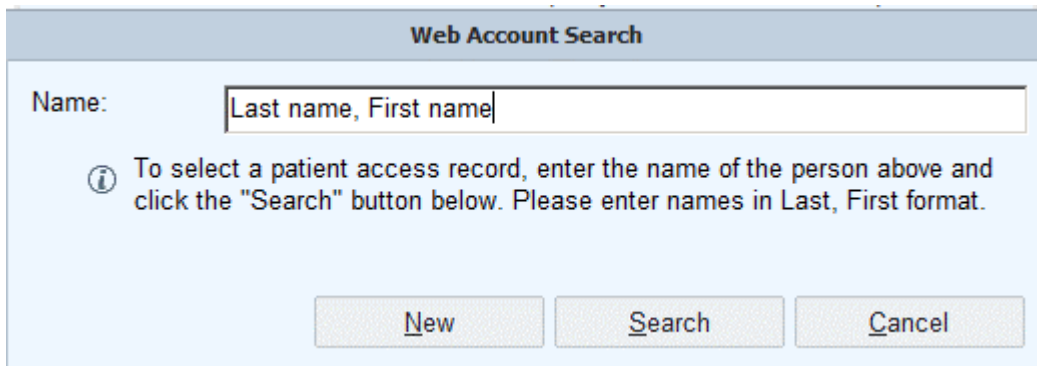
End date:

You may select either a patient or a non-patient to have online access to the medical record of Test,Blue. Please click on the appropriate button below to select the type of person you wish to add. If you are uncertain, please select "Patient".

Allow this medical record to be viewed by a:


Patient Non-Patient **2** Cancel

- 4) In the “**Web Account Search**” window, enter **Parent’s** name in **Last name, First name** format. Click the “**New**” button if accessing for first time. If not new click on “**Search**”. Enter the name of the proxy and select them.



Web Account Search

Name:


 To select a patient access record, enter the name of the person above and click the "Search" button below. Please enter names in Last, First format.



- 5) If new, then in the “**Web Account Details**” window, fill in Parent’s demographic information. Click “**Accept**”. If account is already existing, then select and click accept

Web Account Details

The proxy will need to verify the required information on this form when they sign up for MyChart by Prime Healthcare.

Personal Information


Name: SSN: 


Birth date:  Sex: 


Address Information

Address:


City (or ZIP):


State: ZIP: 


County: 


Country: 

Contact Information

Home phone: 

Mobile phone: 


Work phone: 

Email: 

- 6) Return to "Grant online access form". In the Relationship Type List, choose the appropriate relationship type. (Parent Accessing Child)
- 7) In the "Comments" enter the relationship between the child and adult.
- 8) Note: If it's a new account for parent we have to send a letter with Activation code so that parent is able to login to MyChart to access child's chart. Note that the "Print first time activation instructions" is checked.

Grant Online Access to Test,Colon


Proxy name:

Relation type: 

How is the proxy related to the patient?

Start date:

When should the proxy receive access to the patient's information?

End date: 

When should the proxy no longer have access to the patient's information?

Access class:

What level of access should the proxy have to the patient's information?

Profile:

What profile should the proxy have when accessing the patient's information?

Comments:

Print first-time activation instructions

- 9) Click PCP to add parent's pcp automatically for the letter to be sent to him.

From To Profile

Automatic Selection for Test, Colon ✕

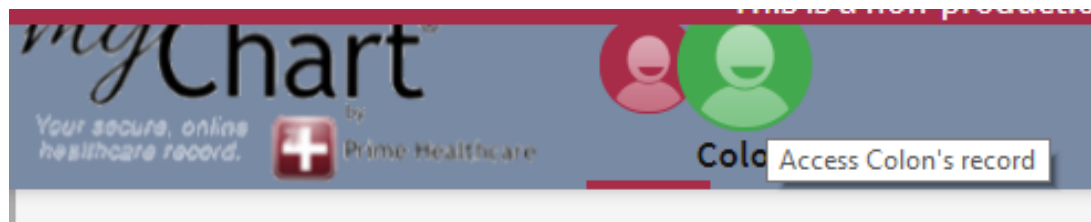
Provider:

Department:

10) Click "New" to generate a new letter with activation code.

 **How to view a proxy's chart in MyChart**

Proxy users Logging into MyChart see bubbles for each subject whom they have access to. To access a subject's chart just click on the account bubble and their chart will open.



If it's a new account, then the user should use the activation code from the letter printed at clinic. They need to sign up in Mychart, enter their details and SSN and then they can log in.