

Patient-Side Proxy Access Parent-to-Child

1. The patient looking to obtain proxy access to their child will start by going to “Menu”

The screenshot shows the MyChart by Epic UHS interface. At the top, there is a navigation bar with 'Menu', 'Financial Assistance', 'Messages', 'Test Results', and 'Medications'. The user is logged in as 'AmbAbe'. The main content area is titled 'Personalize' and contains a section 'Whose Records Can I View?'. This section displays a table with columns for Photo, Account Name, Nickname, and Access Until. The table shows one entry for 'AmbAbe Ambulatory' with the nickname 'AmbAbe' and the note 'This is your own MyChart account.' Below this table is an 'Edit' button and a link to 'Request access to a minor's record.' Another section, 'Who Can View My Record?', shows a table with columns for Proxy, Access Until, and Account Status. It lists 'Adam Test' with an 'Active' status and a 'Revoke access' button.

2. Go to “Personalize “

The screenshot shows the MyChart by Epic UHS interface with the 'Personalize' menu open on the left side. The menu items include: Coverage Details, Claims, Referrals, Sharing (Share My Record, Share Everywhere, Link My Accounts, Lucy), Resources (Search Medical Library, Research Studies), Wallet Card, and Account Settings (Personal Information, Security Settings, Personalize, Change Your Shortcuts, Communication Preferences, Other Preferences, Back to the Home Page). The 'Personalize' option is highlighted in yellow. The main content area is dimmed and shows a 'Reminder' section with a message about an appointment at Graham Ambulatory, and a 'Care Team and Recent Providers' section listing Dr. Frank S Eder, Dr. Physician Surgery, KAREEM A EBEID, MD, and MOLLY E DORIS.

3. Click on “Request a Minors records

MyChart by Epic UHS Log out

Menu Financial Assistance Messages Test Results Medications A AmbAbe

Personalize

Whose Records Can I View?

Photo	Account Name	Nickname	Access Until
	AmbAbe Ambulatory	AmbAbe	This is your own MyChart account.

[Edit](#)

Are you a parent or guardian? [Request access to a minor's record.](#)

Who Can View My Record?

Proxy	Access Until	Account Status
<input type="radio"/> Adam Test		Active

[Revoke access](#)

4. Fillout form and Submit request

Menu UHS

Request to Access a Minor's Record

Enter information about the minor to whom you are requesting access. All fields are required.

Only parents or legal guardians may request access to their child's account. **Full** proxy access to a minor child's MyChart account will be granted to a parent or legal guardian of a minor child from birth - 11 years old. **Limited** proxy access will be granted for a minor child from 12-17 years old. Limited access allows a parent or legal guardian to request appointments, view immunization records and send messages on the minor child's MyChart account. Please contact you child's providers office with any questions or concerns.

Minor:

First Name:

Last Name:

Sex:

DOB:

Additional information:

Your phone:

This minor is your:

If other, please specify:

[I certify that I have the legal right to this minor's medical information.](#)

Mark as confidential (only you will be able to view this message online).

[Submit Request](#) [Cancel](#)

nv/MyChartPOC/Home

5. Confirmation request was submitted



Menu



Financial Assistance



Messages



Test Results



Medications

Request to Access a Minor's Record

Your request has been submitted. Access will be granted within 3 business days, or we will contact you for additional information.

[Request Access to Another Minor](#)

[Back to the home page](#)