

MyChart Proxy Access Set-up Instructions for Patients

Using MyChart on behalf of another person is called Proxy Access. Proxy access allows adults age 18 and older to access another person's medical record through their own MyChart account. With proxy access you can do the following on behalf of your loved one:

- View medical information such as medications, appointments, After Visit Summaries, etc.
- Send messages to providers
- Schedule appointments

You will need a personal MyChart account in order to create proxy access to another person's medical record.

Due to state and federal privacy laws, the amount of information you can view in the medical record may be limited. The following rules apply:

Children under age 12:

- Full access, but automatically expires at age 12

Minors age 12 up to age 18:

- Information in the medical record may be limited, even to parents or legal guardians
- Access automatically expires at age 18
- Minor must sign consent form

Adults age 18 and older:

- Full access with signed consent form, proof of guardianship or power of attorney for health care decisions

Once the consent form is signed, simply take it to any Salem Health registration desk or medical clinic and your accounts will be linked. Then, when you log in to your own MyChart account, you will see the patient's name and their photo in the upper left corner of the screen.

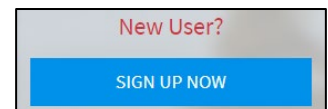


You can request removal of proxy access to another person's account at any time. If you have granted someone proxy access to *your* account, you can remove it at any time through the Settings → Personalize menu options.

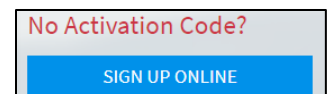
Need to activate or open an account?

Sign up online using a computer

If you have an activation code, go to salemhealth.org/mychart. Click on the "SIGN UP NOW" button and follow the instructions.



If you need an activation code, click the "SIGN UP ONLINE" button on the right side of your screen to submit a request.



Sign up using a mobile device

Download the MyChart app from Google Play or the Apple App Store. Select the "SIGN UP NOW" button and follow the instructions.



Need help?

Call the **MyChart Support line** at **503-562-4278**.

Request for Proxy Access to a Minor



Patient Name (Last, First, Initial)

MRN

Date of Birth

Welcome to Salem Health MyChart

Salem Health is pleased to offer you and/or your parent/legal guardian access to your protected health information using MyChart. If you use MyChart, you can authorize individuals to view your health information in MyChart. Logging into Salem Health MyChart for someone else means that you are acting as that person's proxy. To request the appropriate Salem Health MyChart Proxy access, please complete this form.

Salem Health MyChart Proxy Access for a Minor

A minor is an unmarried, not emancipated, person under the age of 18. Only individuals with parental rights or legal guardianship over minors shall be provided proxy access to that minor's MyChart account. If you are not the birth or adoptive parent, you must provide documentation that establishes that you are the legal guardian for this patient. Some information within MyChart regarding minors between the ages of 12-18 years old may be limited according to Oregon and Federal Privacy Law. Please note the following age limitations for **access to a minor's** MyChart. These range limitations do not affect any legal right you have to access your child's records by other means.

- If your child is **age 0-11**, parent/legal guardian will be granted full access to the child's MyChart record.
- If your child is **age 12-17**, parent/legal guardian will be granted partial access to the child's MyChart record.
- Once your child reaches 18 years of age, parent/legal guardian will not be granted any access to the MyChart patient record unless the patient consents to access.

Minor Patient age 12-17 Terms and Conditions for Granting Proxy Access

I hereby understand that with my signature, I am granting my parent/legal guardian access to my medical information through Salem Health MyChart. Unless revoked by me in writing, proxy access will automatically expire when I turn 18 years old. I understand that I may submit a written request to remove a Proxy at any time.

Signature of patient

Date

Parent/Legal Guardian Terms and Agreement for Receiving Proxy Access

I certify that I am the parent or legal guardian of this child. Should my legal authority to make health care decisions for my child change in the future, I will contact Salem Health immediately. I am aware that my proxy access to my child's personal health information will be limited by law when he/she reaches age 12 and revoked at age 18. I agree to log into Salem Health MyChart with my own MyChart ID and Password. It is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way. If I share my MyChart ID and password with another person, that person may be able to view my or my child's health information, as well as information about any individual who has authorized me as a MyChart proxy. If I do not have a MyChart account with Salem Health, I will be provided with information to create my own account. I have read and understand the requirements and procedures for accessing protected health information through Salem Health MyChart. I agree to comply with Salem Health MyChart Terms and Conditions of Use

Parent/Legal Guardian Name

Signature

Relationship

Email Address

Request for Proxy Access to an Adult



Patient Name (Last, First, Initial)

MRN

Date of Birth

Welcome to Salem Health MyChart

Salem Health is pleased to offer you and/or your authorized caregiver's access to your protected health information using MyChart. If you use MyChart, you can authorize an individual to view your health information in MyChart. Logging into Salem Health MyChart for someone else means that you are acting as that person's proxy.

Salem Health MyChart Proxy Access for a Minor

Individuals age 18 or older may request proxy access to another individual's MyChart account. Only one person will be granted proxy access to an adult patient's MyChart account. This form should be completed by the patient who is authorizing another adult to access medical information in his or her Salem Health MyChart. If the patient is not competent to sign on his/her own behalf, we will require documentation of guardianship or a power of attorney for healthcare decisions.

Patient Declaration & Acknowledgement

- I authorize Salem Health to release any health information contained in my Salem Health MyChart to my designated Proxy. This may include information pertinent to drug/alcohol use and sexually transmitted infections such as HIV/AIDS.
- Participation in MyChart and designating a MyChart proxy is voluntary. I understand that I am not required to designate a MyChart proxy.
- I will notify Salem Health immediately if my relationship with my Proxy changes.
- I understand that proxy access to Salem Health MyChart will be terminated immediately without notice if I revoke this authorization by submitting a written request to terminate proxy access or Salem Health determines, in its reasonable discretion that cause exists to terminate access.

By signing below, I agree to comply with Salem Health MyChart Terms and Conditions of Use and choose to designate the person named above as my Salem Health MyChart Proxy, thereby allowing them access to my Salem Health MyChart. I certify that all information I have provided is true and correct.

Signature of patient

Date

Proxy Information

By signing below, I acknowledge that I am providing documentation of my authorization to access the protected health information of the patient described above using Salem Health MyChart. I certify that I am authorized to access such information, and that the information I have provided is true and correct. I agree to log into Salem Health MyChart with my own MyChart ID and Password. It is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way. If I share my MyChart ID and password with another person, that person may be able to view my or my child's health information, as well as information about any individual who has authorized me as a MyChart proxy. If I do not have a MyChart account with Salem Health, I will be provided with information to create my own account

Designated Proxy Name

Signature

Relationship

Email Address