# MyChart Proxy

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Patients can grant proxy access to or revoke access from someone in their MyChart account by using **Share My Record**.

#### **Granting Access**

- Log into your MyChart account.
- Click on the Health icon and then navigate to Share My Record.



3. In the Share with People section, click on Friends and family access.

mychart	Jordan	Health	Visits	Messaging	Billing	Resources	Profile	Log C	
low do you want to	share you	r informati	ion?						
here are many ways to let oth	ner people have	access to your l	health informati	on. Let us help you f	ind what you ne	ed.		_	
	=-	Control	iends and fam who can view ye	ily access our information, and	l whose informa	tion you can view.			
Share with E	People	Download or send your record Download information about your visits or send it to someone else.							

4. You can view anyone who has access to your MyChart account. Click on Invite Someone to invite another person to view your MyChart.

ho Ca	n See My Record?		
	No one c	an see your information	
	+ INVITE SOMEONE	Þ	
hose F	Records Can I See?		
-	Jordan Test		
	Nickname:		
8	Jordan		



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- **5.** Complete the required information.
  - Who are you inviting? Type in the name of the person.
  - Where should we send this invitation? Type in their email address.
  - What kind of access would you like this person to have? Select Adult Access or Diminished Access.
  - Once all of the information is entered, click the **Send Invite** button.

mychart	Jordan	Health	Visits	Messaging	Billing	Resources	Profile	Jor
Invite Someone to Ha	ive Access	s to Your R	Record					
We will email an invitati	ion to someon	e 0	From the email, t	hey can log in to thei		They must verify the	y know you by	
you trust.			MyChart to accep	t the invitation.		entering your date o	f birth.	
* <sub>Name</sub> Brooke Test			٦					
Where should we send thi	is invitation	1?						
* Email			* Confirm ema	sit				
What kind of access wou	ld you like	this person	to have to you	ur chart?	_			
Adult Access			Diminishe	ed Access				
					-			
SEND INVITE								

## **Revoking Access**

- 1. You can revoke access in the same place you can grant access. Click on the Health icon and Share My Record.
- 2. Locate the person that you wish to remove from your MyChart. Click the **Revoke** button.
- 3. When asked to confirm, click **Revoke** again for the access to be removed.

Friends and Family Access		
Who Can See My Record?		
Brooke Test Their access is: Adult Access	EDIT	
	Ar	re you sure you want to revoke access to your record for Brooke Test?
		CANCEL REVOKE



#### MyChart Proxy on the MyChart Mobile App • mychart

Functions completed on a desktop can also be completed on the MyChart mobile app.

### **Granting Access**







Adult Access

Diminished Access





