



How to obtain access to a family member's MyChart

Obtaining access to a family member's medical record through MyChart allows you to see medical information and history, including test results, care team messages, appointments, and more. This is called Proxy access.

You can only request Proxy access to a child under 16 if you are their parent or legal guardian.

To request Proxy access to a family member who is under 16, log in to your own MyChart account, use the Menu, open the Request Proxy Access page, and complete the online form. The Medical Records department will contact you if any additional information is needed and when your Proxy access is enabled.

If you need access to a patient 16 or older, the patient needs to grant you permission. This can be done from **their own** MyChart account. Start by using the Menu to search for Sharing Hub, click Manage friend and family access, click Invite someone, complete the form, and click Send invite. If the patient does not have a MyChart account, a paper Proxy request form can be requested at their next office visit.

Important Notes:

- Once this form is submitted, you should hear back from the Medical Records team within 3 business days.
- Please remember you will log into your **OWN** account first and then switch to view the proxy account's information.
- **Child Proxy ends when the patient turns 16.**