

How to obtain access to a family member's MUSC Health MyChart

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

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

If you need access to a patient 16 and older, the patient has to grant you permission (proxy) access either from their own MyChart account or by submitting a downloaded form.

To request access to a family member who is under 16, log in to your own MUSC Health MyChart account and complete the online form. The *Request access (proxy) to a minor's record* form is found on the mobile app or on the web site, go the Messaging menu and pick Request Family Access.

Important Notes:

- Once this form is submitted, you should hear back from MUSC Health's 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.
- The child proxy ends when the child turns 16. If you need to maintain access, please have the patient submit the Adult proxy form.

You can also download and complete the proxy form(s) found here:

[Child \(under 16\) proxy form: https://mychart.muschealth.com/mychart/en-us/docs/proxychild.pdf](https://mychart.muschealth.com/mychart/en-us/docs/proxychild.pdf)

[Adult \(16 and older\) proxy form: https://mychart.muschealth.com/mychart/en-us/docs/proxyadult.pdf](https://mychart.muschealth.com/mychart/en-us/docs/proxyadult.pdf)

[Child \(under 16\) proxy form Spanish: https://mychart.muschealth.com/mychart/en-us/docs/proxychildspanish.pdf](https://mychart.muschealth.com/mychart/en-us/docs/proxychildspanish.pdf)

[Adult \(16 and older\) proxy form Spanish: https://mychart.muschealth.com/mychart/en-us/docs/proxyadultspanish.pdf](https://mychart.muschealth.com/mychart/en-us/docs/proxyadultspanish.pdf)

Completed downloaded forms should be sent to portal-group@musc.edu or faxed to (843) 876-5703.