

Adult Requesting Proxy Access to a Child's MyChart® Account

MUSC is pleased to offer you access to internet-based version of our computer systems called MyChart®. In order for an adult to have MyChart® access to health information for a child under the age of 16 years, please read and agree to the terms and conditions below and then complete the information at the bottom.

- Access to a child under the age of 16 years will only be granted to persons with **parental rights or legal guardianship** of the child and only to the extent that the party requesting proxy access can demonstrate the legal right to the child's medical information.
- Please understand that the person requesting proxy access to another patient's MyChart® account will have full access to **diagnoses, lab values, appointments, and potential sensitive medical information that is available in MyChart®**. (For example there could be information pertaining to Family Planning, pregnancy, alcohol, drug, and sexually transmitted diseases).
- Access will automatically cease on child's 16th birthday. Access can be maintained, or restored, after the child's 16th birthday by both completing the form titled, Access to Another Adult's MyChart® Account.
- If the proxy's legal relationship with the account holder changes, the account holder must inform MUSC immediately by sending an email to portal-group@musc.edu. MUSC reserves the right to revoke access at any time for any reason.
- The adult requesting access must have a MyChart® account or an account will be established. To access a child's account, the adult must log in to MyChart® with their own Username & Password, click on the child's name and then click "Accept Proxy Access Disclaimer". Messages sent on behalf of your child must be sent from your child's record and responses will be received in your child's record. MUSC email alerts will be sent to the email address entered in the child's record.
- If you are requesting access for more than one child, you will need to fill out a form for each child.

Parent/legal guardian information (Person requesting access):

Name: _____ Date of Birth: _____
Phone: _____ Email: _____
MRN (staff use): _____ Mailing Address: _____
Relationship to minor: _____ Do you have a MyChart® account? (Yes/No)

You are requesting to access the following child's MyChart® account:

Name: _____ Date of Birth: _____
MRN (Staff Use): _____

I have read and understand the Terms and Conditions and Consent to the terms detailed above.

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of MUSC Representative: _____ Date: _____

Note: Upon request, a child 12-15 years of age may have their own MyChart account. If desired, check box and return form via email to portal-group@musc.edu for processing. The parent will not have access to the child's MyChart account or information contained within unless additional proxy access is assigned.