

VMC MINOR PROXY ACCESS

NOW AVAILABLE TO REQUEST IN MYCHART!

- Log into your MyChart
- Scroll to Sharing > Request Minor & Adolescent Proxy Access
- Complete the required information and click Submit Request

Your Menu

Search the menu

Document Center

Advance Care Planning

Billing

Billing Summary

Financial Assistance

Estimates

Insurance

Insurance Summary

Coverage Details

Sharing

Share My Record

Share Everywhere

Link My Accounts

Request Minor & Adolescent Proxy Access

Resources

Request to Access a Minor's Record

Enter information about the minor and adolescent (17 years and younger) to whom you are requesting access. Proxy access will be granted to parents and guardians listed as the minor's emergency contact.

To request adult (18+ years) Proxy access, the individual can grant you access by logging into their MyChart account, then going to Menu > Share My Record > Under Who Can See My Record? Click "Invite Someone". An Email invitation will be sent to you.

[Click here](#) to review additional information about Proxy access.

Minor:

*First Name:

Alias:

*Last Name:

*Sex:

*DOB:

Additional information:

*Your phone:

*This minor is your:

*If other, please specify:

I attest that I am a parent or legal guardian with the right to access my child's protected health information. If I am no longer a parent or guardian with legal authority to access my child's account, I will immediately stop using my proxy access through MyChart, and I will alert the MyChart support team to turn off my access.

By submitting, I acknowledge and agree that: (1) I will be using my own MyChart account at the Organization to access this Minor's MyChart account. (2) I will keep my password confidential and not share this information with anyone. (3) I have not been denied periods of physical placement with the Minor and there are no court orders or restraining orders in effect limiting my access to this Minor's medical records and/or information. (4) Communications on behalf of the Minor through MyChart must be sent from the Minor's record and responses will be received in the Minor's record. MyChart e-mail alerts will be sent to both the proxy and patient.



ADDITIONAL INFORMATION - PROXY ACCESS

MyChart for My Family & Proxy Access

– Can I view a family member's health record in MyChart?

Yes, proxy access allows a parent (or guardian) to view their family member* or ward's MyChart account via a separate button on the right side of the page.

**If you have proxy access to a child younger than 13, your proxy access will automatically rollover to limited access on the child's 13th birthday. A patient may request their own MyChart account on their 13th birthday.*

– How do I request access to my child or ward's medical record ("proxy" access) after they turn 18?

After the adolescent turns 18 years of age, proxy access will be terminated. The patient can then grant full proxy access through MyChart via "Share My Record" (see instructions below).

– How do I request proxy access to another MyChart?

Minor Proxy Access – Parent/Legal Guardian will submit their request through MyChart

1. Go to **Menu > Sharing - Request Minor & Adolescent Proxy Access**
2. Read and accept the proxy access terms and conditions
3. Submit the "Minor" proxy request form.

Adult & Adolescent Proxy Access – Patient can grant proxy access to their MyChart medical record to another adult or parent who must also have a MyChart account. So long as the other adult has MyChart account as well.

1. Go to **Menu > Share My Record**
2. Under Who Can See My Record? Click "Invite Someone"
3. Follow the instructions to send an email invitation to the person who the patient would like to have access to their MyChart account. That person will need to accept the invitation and confirm that they know the patient's date of birth.

Requests can take approximately 3-5 business days to process and HIM will contact the requestor via MyChart if needed.