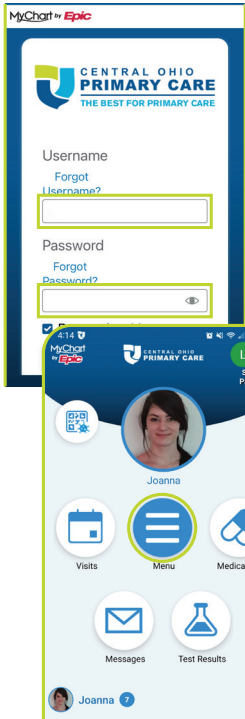


Instructions to GRANT MyChart proxy access

ATTENTION: YOU MUST HAVE A MyChart ACCOUNT TO USE PROXY ACCESS.

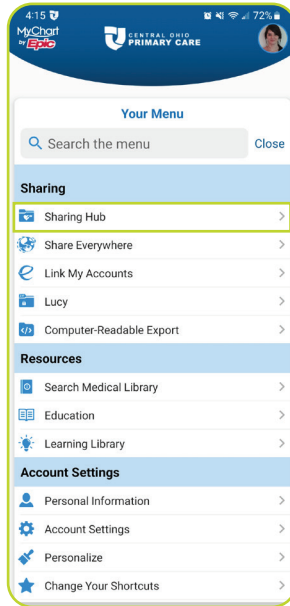
Sharing access using the online Sharing Hub



STEP

1

Log in to your MyChart account.



STEP

3

Scroll down under "Sharing" and click on "Sharing Hub."



STEP

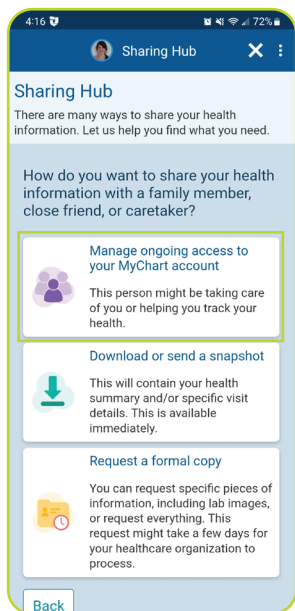
4

Under "Who do you want to share your health information with?" Click on "A family member, close friend, or caretaker."

STEP

2

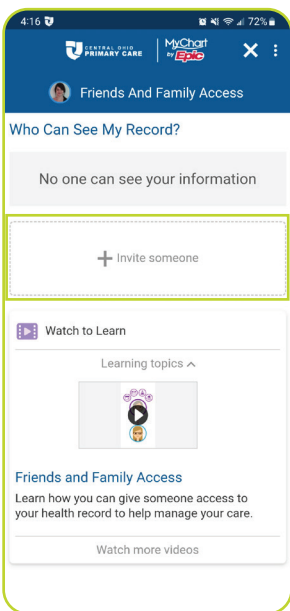
Go to the MyChart home page and click on the "Menu" icon.



STEP

5

Under "How do you want to share your health information with a family member, close friend, or caretaker?" Click on "Manage ongoing access to your MyChart account."

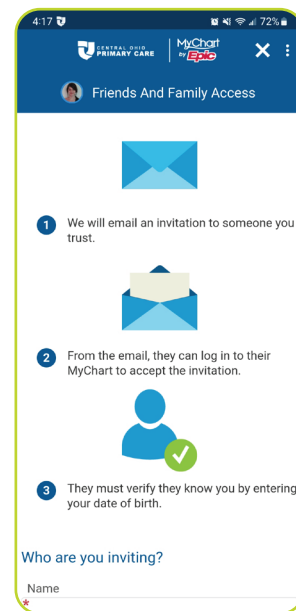


STEP

6

Click on "+ Invite someone."

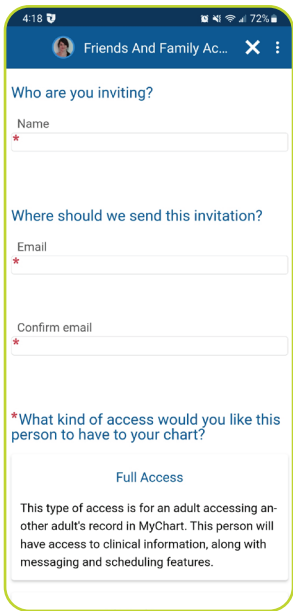
NOTE: There is a video you may watch on how you can give someone access to your health records.



STEP

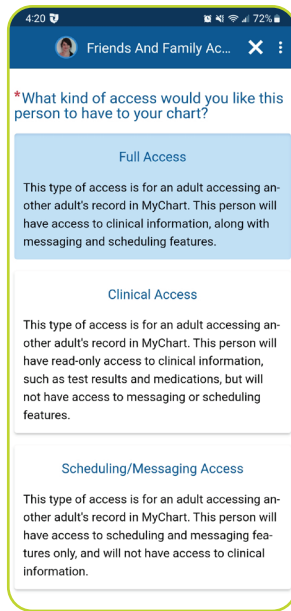
7

Review the steps required by the person receiving access and make sure they have the information needed to gain access.



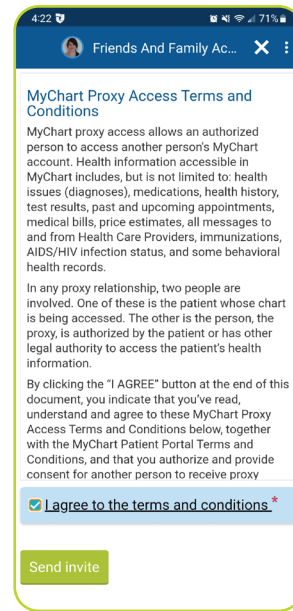
STEP 8

Fill in the required fields with the information of the person you are inviting to have access to your MyChart account.



STEP 9

Select what kind of access you would like this person to have.



STEP 10

Read the "MyChart Proxy Access Terms and Conditions," check the box if you agree, then click "Send invite."



STEP 11

Your access email has been sent!

COPC
MyChart

Proxy access may also be shared in-person at the office of the patient's Primary Care Provider.