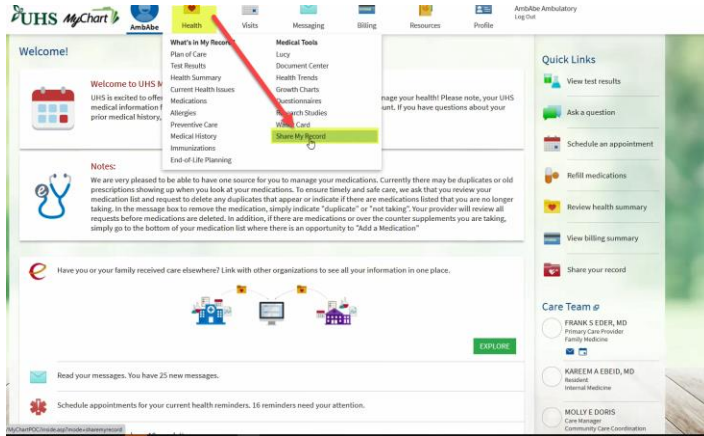
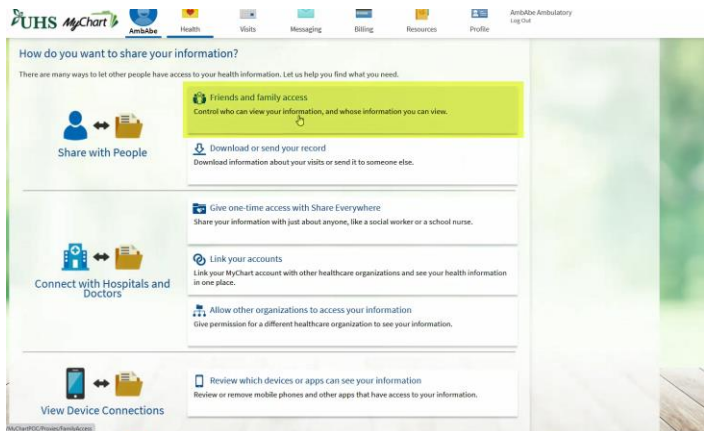


# Adult-to-Adult Proxy Access Process

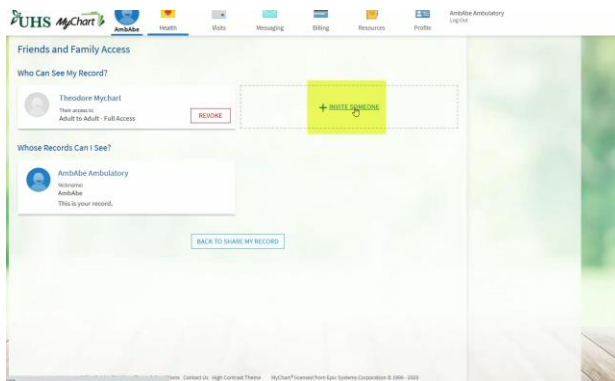
1. Patient logs into their MyChart account and goes to Health → Share My Record



2. The patient is presented with the following screen. The patient will click on the “Friends and family access” button below.



3. The patient will see the “+ INVITE SOMEONE” button. Patient clicks this.



- This form loads and the patient will fill this out with the proxy's information and click "Submit" at the bottom, after accepting the terms and conditions.

The screenshot shows the 'Invite Someone to Have Access to Your Record' form. At the top, there are navigation tabs for Health, Visits, Messaging, Billing, Resources, and Profile. The form includes three numbered steps: 1. We will email an invitation to someone you trust. 2. From the email, they can log in to their MyChart to accept the invitation. 3. They must verify they know you by entering your date of birth. Below the steps, there are input fields for 'Who are you inviting?' (Name), 'Where should we send this invitation?' (Email and Confirm email), and a dropdown for 'What kind of access would you like this person to have to your chart?' with 'Adult to Adult - Full Access' selected. At the bottom, there is a 'TERMS AND CONDITIONS OF USE' section with a small font disclaimer.

- Once submitted, the proxy access status for this patient will have an orange "Pending" indicator next to their name (see highlighted below).

The screenshot shows the 'Friends and Family Access' page. It has the same navigation tabs as the previous form. The page is titled 'Who Can See My Record?' and lists two users: Theodore Mychart and Beth Ambulatory. Theodore Mychart's access is 'Adult to Adult - Full Access' and has a 'REVOKE' button. Beth Ambulatory's access is also 'Adult to Adult - Full Access', with the email 'bdrake86@gmail.com' and a 'REVOKE' button. A yellow 'Pending' indicator is highlighted next to Beth Ambulatory's name. Below the list is an 'INVITE SOMEONE' button. The page also has a section titled 'Whose Records Can I See?' showing 'AmbAbe Ambulatory' with the nickname 'AmbAbe' and the note 'This is your record.' At the bottom, there is a 'BACK TO SHARE MY RECORD' button.

6. The patient being invited will receive the below email. To be granted proxy access to the sending party, they need to click on the green “ACCEPT INVITATION” button.

From: Your MyChart Team <carepf@uhs.org>  
Date: December 2, 2020 at 2:27:13 PM EST  
To: teddy45@gmail.com  
Subject: Abraham invited you to have access to their UHS MyChart account



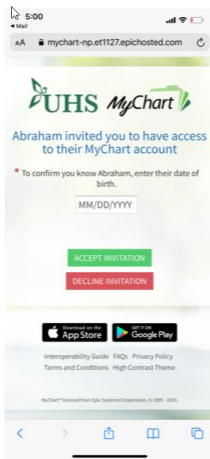
Hello Mychart Teddy, Abraham invited you to have access to their UHS MyChart account.

To confirm you know Abraham, click the button below to log in to your UHS MyChart account.  
This link expires in 30 days.

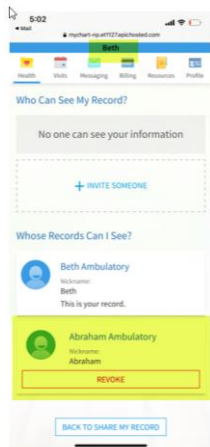
ACCEPT INVITATION

Don't have a UHS MyChart account? [Sign up now.](#)

7. The patient gaining proxy access will need to verify the birthdate of the patient in order to gain access.



8. Once the correct date of birth is entered, the proxy now has access to the patient (as highlighted below).



9. The patient also receives a confirmation email that the proxy now has access to their account.

**From:** Your MyChart Team <noreply@myuhh.org>  
**Date:** December 2, 2020 at 3:28:49 PM EST  
**To:** bdrake66@gmail.com  
**Subject:** Theodore Mychart now has access to your information.

Hello Abraham,

Your invite to give Theodore Mychart access to your information was accepted.  
Theodore Mychart can now view your account when they log into UHS MyChart.

—  
Think before you print.

This message and any attachments may contain information that is protected by law as privileged and confidential, and is transmitted for the sole use of the intended recipient(s). If you are not the intended recipient, you are hereby notified that any use, dissemination, copying or retention of this e-mail or the information contained herein is strictly prohibited. If you have received this e-mail in error, please immediately notify the sender by e-mail, and permanently delete this e-mail.

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