

Patient-Side Proxy Access Parent-to-Child

1. The patient looking to obtain proxy access to their child will start by going to “Messaging” and then “Request Family Access”.

The screenshot shows the UHS MyChart home page for user Patrick. The top navigation bar includes icons for Health, Visits, Messaging, Billing, Resources, and Profile. A dropdown menu is open under the Messaging icon, with 'Request Family Access' highlighted. The main content area features a 'Welcome!' message, a 'Notes' section about medication management, and a 'To Do' list with items like 'Read your new message from UHS MyChart' and 'Schedule appointments for your current health reminders'. On the right, there are 'Quick Links' such as 'View test results' and 'Ask a question', and a 'Care Team' section listing Thomas O. Genese, MD and Frank S. Eder, MD.

2. The patient is then brought to the following page, where they will click on the “Request access to a minor’s record.” link.

The screenshot shows the 'Personalize' page in UHS MyChart. The section 'Whose Records Can I View?' contains a table with the following data:

Photo	Account Name	Nickname	Access Until
	Patrick Mychart	Patrick	This is your own MyChart account.
	Child Zzpatientexperience	Child	8/29/2025
	Pedsfemale Zzambulatory	Pedsfemale	12/8/2032

Below the table is an 'EDIT' button and the text: 'Are you a parent or guardian? [Request access to a minor's record.](#)' The link is highlighted in yellow. Below this is the 'Who Can View My Record?' section with a table:

Proxy	Access Until	Account Status
<input type="radio"/> Dara Mychart		Active

At the bottom of the 'Who Can View My Record?' section is a 'REVOKE ACCESS' button. A 'BACK TO THE HOME PAGE' button is located at the bottom center of the page.

3. The patient is brought to the below form, where they will fill out the fields. Notice the relationship options for the proxy access.

UHS MyChart Patrick Health Visits Messaging Billing Resources Profile Patrick Mychart Log Out Ver en Español

Request to Access a Minor's Record

Enter information about the minor to whom you are requesting access. All fields are required.

Minor:
First Name: zzBrian
Last Name: zzMyChart
Sex: Male
DOB: 01/23/2013

Additional information:
Your phone: 607-555-6655
This minor is your: [Dropdown menu open showing: Child, Legal Ward, Sibling, Stepchild, Other]

If other, please specify:

[SUBMIT REQUEST](#)

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4. The patient needs to click on the "I certify that I have the legal right to this minor's medical information" and then click "Submit".

UHS MyChart Patrick Health Visits Messaging Billing Resources Profile Patrick Mychart Log Out Ver en Español

Request to Access a Minor's Record

Enter information about the minor to whom you are requesting access. All fields are required.

Minor:
First Name: zzBrian
Last Name: zzMyChart
Sex: Male
DOB: 01/23/2013

Additional information:
Your phone: 607-555-6655
This minor is your: Child
If other, please specify: N/A

I certify that I have the legal right to this minor's medical information.

Mark as confidential (only you will be able to view this message online).

[SUBMIT REQUEST](#)

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5. The patient then receives a successful submission message. From here, the HIM team receives the request and will follow-up with the patient when complete.

The screenshot displays the MyChart patient portal interface. At the top, the UHS MyChart logo is on the left, and a navigation menu includes icons for Health, Visits, Messaging, Billing, Resources, and Profile. The user's name, Patrick, and a Log Out option are visible on the right. A yellow banner at the top of the main content area reads: "Your request has been submitted. Access will be granted within 3 business days, or we will contact you for additional information." Below this, a green bar contains the text "REQUEST ACCESS TO ANOTHER MINOR". A button labeled "BACK TO THE HOME PAGE" is centered on the page. The footer contains links for Interoperability Guide, Site Map, Terms & Conditions, Contact Us, High Contrast Theme, and MyChart® licensed from Epic Systems Corporation © 1999 - 2020.