Adult-to-Adult Proxy Access Process

1. Patient logs into their MyChart account and goes to MENU > 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.
4. 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.
5. Once submitted, the proxy access status for this patient will have an orange “Pending” indicator next to their name (see highlighted below).
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.

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 McLaren Team name@my McLaren.com
Date: December 2, 2020 at 1:00 PM EST
Subject: Theodore Mayhew now has access to your information.

Hello Theodore,

Your request to give Theodore Mayhew access to your information was accepted. Theodore Mayhew can now view your account when they log into My McLaren.

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.

My.McLaren.com on Feb 22, 2021