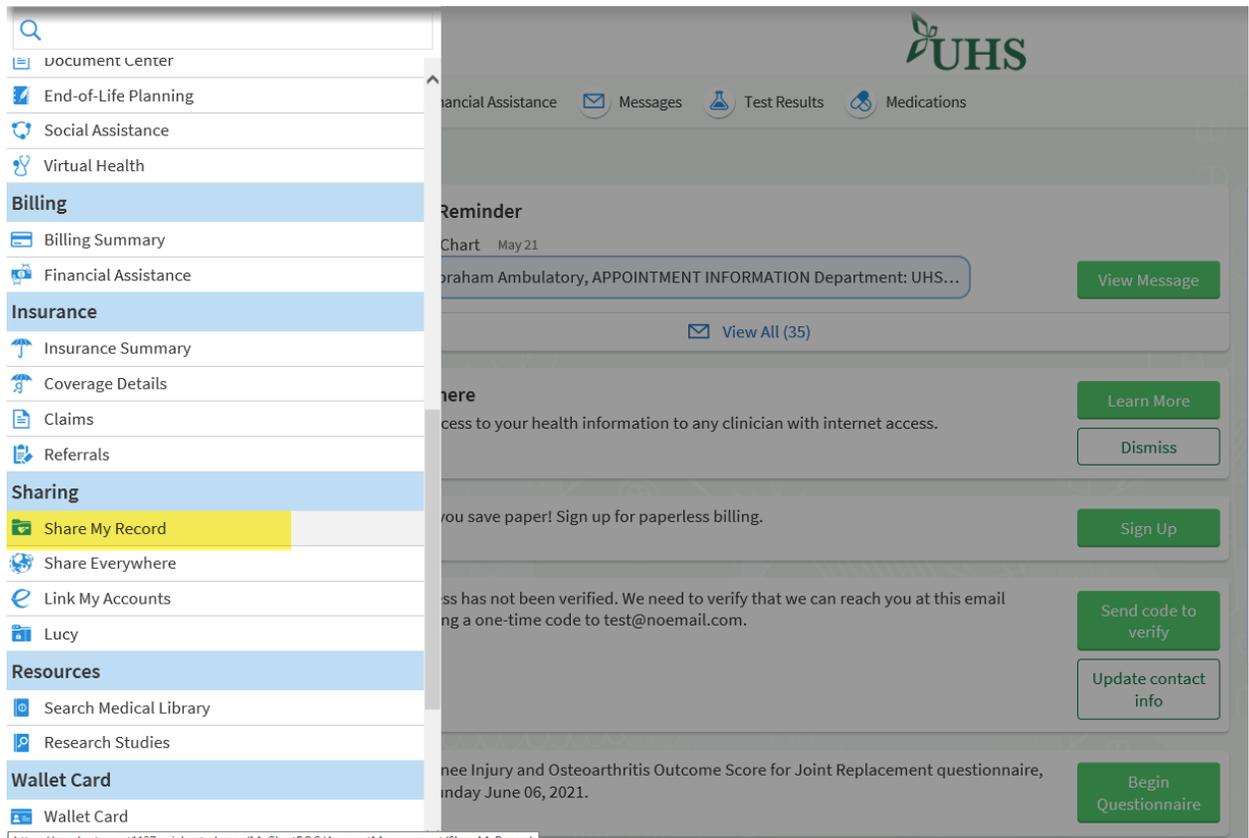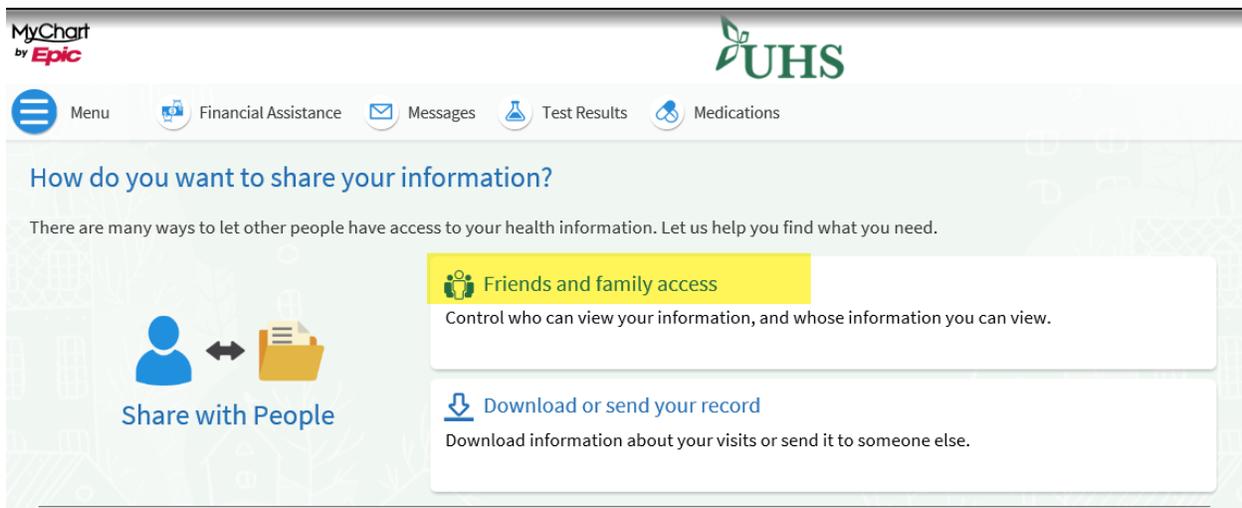# Adult-to-Adult Proxy Access Process

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.

Invite Someone to Have Access to Your Record

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.

Who are you inviting?

*Name

Where should we send this invitation?

*Email

*Confirm email

***What kind of access would you like this person to have to your chart?**

Adult to Adult - Full Access

TERMS AND CONDITIONS OF USE

USE OF THIRD-PARTY SERVICES

You may choose to use other services provided by third parties in conjunction with your use of MyChart. Such services may include, but are not limited to, translation services, location services, and other third-party offerings. Any links to such services are provided for your convenience only. Neither Epic nor UHS have control over the contents of these services, and neither Epic nor UHS accept any responsibility for them or for any loss or damage that may arise from your use of them. Such services may require you to submit your information to a third party, which may result in a copy of your information being used and/or stored by a third party. If you decide to access any such services in conjunction with your use of MyChart, you do so entirely at your own risk and subject to the terms and conditions of use for such services.

☐ I agree to the terms and conditions *

Send invite

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

Friends and Family Access

Who Can See My Record?

Theodore Mychart
Their access is:
Adult to Adult - Full Access

REVOKE

Beth Ambulatory   Pending
Their access is:
Adult to Adult - Full Access

Invite sent to:
bdrake86@gmail.com

REVOKE

+ INVITE SOMEONE

Whose Records Can I See?

AmbAbe Ambulatory
Nickname:
AmbAbe
This is your record.

BACK TO SHARE MY RECORD

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 <noreply@nyuhs.org>
Date: December 2, 2020 at 3:27:13 PM EST
To: bdrake86@gmail.com
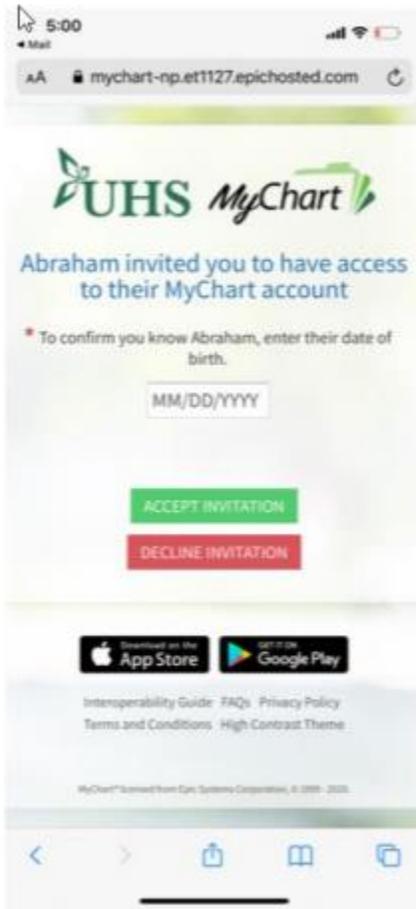Subject: Abraham invited you to have access to their UHS MyChart account

UHS MyChart

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.
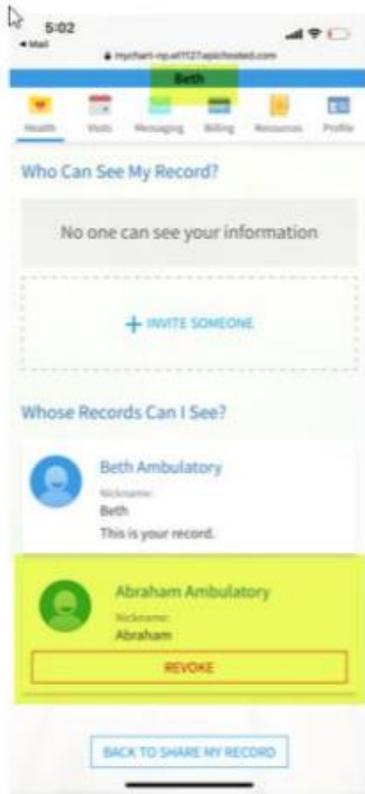This link expires in 30 days.

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.