

## Proxy Access to Another Adult's MyChart Record

To request access to the MyChart record of an adult whose medical care you help manage, please complete this form, and upload it to **MyChartActivation@premierhealth.com**. The patient must sign this form and provide authorization for release of medical information in MyChart on the "Adult Proxy Authorization Form." Please note that the patient's chart will be accessed through your (the proxy's) MyChart record. Completing this form will establish a MyChart record for you and for the patient.

### Your Information

**This section should be completed by the individual requesting access to another adult's MyChart record. All fields required. Please print clearly.**

Name (*last, first, middle initial*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Patient's Information

**Complete this section with information about the patient whose MyChart record you're requesting to access. All fields required. Please print clearly.**

Name (*last, first, middle initial*): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### MyChart Terms and Agreement

- I understand that MyChart is intended as a secure online source of confidential medical information. If I share my MyChart ID and password with another person, that person may be able to view my health information, and health information about someone who has authorized me as a MyChart proxy.
- I agree that it is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way.
- I understand that MyChart contains selected, limited medical information from a patient's medical record and that MyChart does not reflect the complete contents of the medical record. I also understand that a paper copy of a patient's medical record may be requested from the patient's primary care office/clinic or hospital where treatment occurred.
- I understand that my activities within MyChart may be tracked by computer audit and that entries I make may become part of the patient's medical record.



## Adult Proxy Authorization for Release of Medical Information

**This form is an authorization that will permit Premier Health Hospitals and/or community connect partners to release your medical information to your designated adult proxy. Please read it carefully.**

**This form should be completed by the patient who is authorizing another adult to access medical information in his or her MyChart record. It must accompany the Adult Proxy Form, which provides the name and information of the individual who the patient is authorizing to access their MyChart record as a proxy.**

Patient Name (*last, first, middle initial*): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am requesting that \_\_\_\_\_ (*insert name of proxy*) receive access to my health information that is available in my Premier Health MyChart Record. This person is my designated MyChart proxy. I authorize Premier Health and/or community connect partners to release the health information contained in my MyChart record to my MyChart proxy. I understand that the medical information in MyChart is obtained from my electronic medical record and may include information from all facilities listed in Premier Health's Notice of Privacy Practices and/or community connect partners' Notice of Privacy Practices. I authorize release of any information contained in my MyChart medical record held by Premier Health and/or community connect partners to my designated proxy.

I authorize release of this information only through my MyChart record. This form does not authorize release of my medical record to my designated proxy by other methods or in other forms.

I understand that once information has been disclosed, it potentially may be re-disclosed by the proxy and the disclosed information may not be covered by federal privacy protections.

Participation in MyChart and designating a MyChart proxy is completely voluntary. I understand that I am not required to designate a MyChart proxy and I am not required to provide this authorization. I also understand that Premier Health and/or community connect partners does not condition any of my health care treatment, payment or other services on whether I provide this authorization. However, I also understand that if I do not provide authorization, Premier Health and/or community connect partners is not permitted to provide access to my MyChart record to my designated proxy.

This authorization will expire automatically one year from the date of my signature. I also may revoke this authorization at any time by providing a written request for revocation to MyChartActivation@premierhealth.com. I understand that if I revoke this authorization, my designated proxy's access to my MyChart record will be ended. I also understand my revocation will not affect any disclosures that were made prior to processing the revocation request.

▶ Signature of Patient (or authorized person): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

If person other than the patient signs, indicate authority to sign for patient (e.g., guardian) and attach documentation:

**NOTE: Authorization expires one year from the date of signature (above). A new *MyChart Proxy Authorization Form* must be submitted each year to renew proxy access. You also may deactivate the access of the adult proxy specified above at any time through MyChart or by providing a written request to MyChartActivation@premierhealth.com.**