



## Adult-Child/Adult-Adult/Legal Guardian (Non-Agency) MyChart Proxy Access Authorization Form

MyChart Proxy Access allows parents, spouses, adult children, and others to be granted access to someone else's personal health record (MyChart).

Please note that for all types of proxy access, you must access the patient's account that you have proxy access to, using your own MyChart login and password. If you do not have a MyChart account, or are not a current MetroHealth patient, you will receive an account access code upon approval of your proxy request.

Please review the information below regarding MyChart Proxy Access and complete the corresponding form. If requesting proxy access based on legal guardianship, additional document is required.

### **MyChart Proxy Access:**

- **Adult-Child** (Access to a minor child's MyChart record)<sup>1</sup>

**If your child is age 0-12:** You will be granted full access to your child's MyChart information.

**If your child is age 13-17:** You may authorize your child to have separate MyChart account and you may be granted partial or full access to your child's MyChart information. Partial access, when applicable, is due to the requirements of privacy laws and regulations.

**Once your child is 18 or older,** you will no longer have access to your child's MyChart information without his/her consent and authorization (see *Adult-Adult Proxy Access*).

*If you are not the legal guardian of a child, consent from the child's legal guardian must be obtained in order to be granted proxy access.*

- **Adult-Adult** (Access to another adult's MyChart record)

A patient who is legally able to make his/her own healthcare decisions can grant MyChart proxy access to anyone they designate, as long as written consent from the patient is obtained. The patient has the right to revoke proxy access from any individual he or she has designated as a proxy, at any time.

- **Legal Guardian\***

Proxy access authorization for anyone who is not their own legal guardian can be obtained with appropriate documentation. Legal documentation includes documents such as a court order or an appropriate power of attorney. Proxy access will be granted based on verification of the documentation.

**Proxy access to a MyChart account for someone who is not their own legal guardian can be granted to someone other than the legal guardian. Written authorization from the legal guardian is required and proxy access can be revoked by the legal guardian at any time. The legal guardian must be present at the time of proxy access authorization and proxy access information must be provided by the legal guardian.**

\*For agencies as legal guardians, please use Agency as Legal Guardian MyChart Proxy Access Authorization form

### **Submission Instructions:**

Bring the signed authorization form, proper identification, and any additional required documentation to your provider's office or any MetroHealth System clinic. Additional information may be requested from a proxy requestor. A staff member will review the form and verify information regarding the patient and proxy requestor. **All items must be submitted in person with a valid photo ID in order to verify identity.**

<sup>1</sup> Children under 18 who are not emancipated must have a parent or guardian's authorization to create a separate account. It is equally important for parents and guardians to understand that once given a separate account that the child has the technical capability of discontinuing proxy access. In the event that this happens, the parent or guardian must contact the MetroHealth Medical Records department to re-establish proxy access and/or to terminate the child's MyChart access to a separate account. Access to medical records through the Medical Records Department is not in any way altered by MyChart access rights.

