



# MyChart Proxy Request

## PATIENT INFORMATION (person whose medical record you are requesting access to)

NAME OF PATIENT	DATE OF BIRTH
STREET ADDRESS	CITY/STATE/ZIP
E-MAIL	PHONE NUMBER
SOCIAL SECURITY NUMBER	

## PROXY INFORMATION (person requesting access to a patient's medical record)

NAME OF PROXY	DATE OF BIRTH
STREET ADDRESS	CITY/STATE/ZIP
E-MAIL	PHONE NUMBER
SOCIAL SECURITY NUMBER	

Proxy access allows you to sign in to your own MyChart account, and link to another patient's MyChart record. Proxy access is available both for adults and for parents of children under 18 years of age; however, access is limited for teen age 12-17. The State of Wisconsin limits parents' access to medical information for children in this age group. Adult patients and their proxy must sign the Adult Proxy Form, and parents must sign the Child Proxy Form to allow access.

If you are requesting proxy access, check one of the boxes below. Note that for all types of proxy access, the patient's chart will be accessed through your MyChart account.

### **PLEASE CHECK ONLY ONE BOX BELOW**

**Adult to Adult Proxy** - To request access to the MyChart record of an adult whose medical care you help manage, please complete this form. **The patient must sign this form.** This authorization will be valid indefinitely unless revoked in writing by the patient. Please note that the patient's chart will be accessed through your (the proxy's) MyChart record.

**Adult to Minor Child (Age 0-17) Access to your minor child's MyChart record.**

Access is limited for teen age 12-17 through MyChart. The State of Wisconsin limits parents' access to specific medical information for children in this age group. However, this limitation may not affect any legal right you have to access your child's records by other means.



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**Legal Guardian** (documentation required). Access to your child's/ward's MyChart record.

- Legal Guardian (court order)
- Power of Attorney for Healthcare (activation)
- Other: \_\_\_\_\_

I understand that:

- MyChart is meant to be a secure, online source of my personal health information. If I share my login ID and password with someone, that person may be able to see health information about me, my child or someone who has authorized me as a MyChart proxy.
- My password is my responsibility. I will keep my password a secret. I will change my password if I believe someone has access to it.
- MyChart does not include the complete contents of the medical record. I can ask for a copy of a patient's medical record. There may be a fee for copies. Health Information Management (HIM) at TH can help with these requests.
- TH may track activities within MyChart via computer. Entries I make may become part of the medical record.
- TH provides access to MyChart as a convenience to patients and families, and has the right to revoke access to MyChart at any time, for any reason.
- It is up to me whether I use MyChart. I am not required to use MyChart. I am not required to authorize another person to access MyChart account.
- It is my responsibility to keep my E-mail address current at all times in the MyChart system. If my E-mail is not current, I will not receive important messages from TH via MyChart.

For MyChart sign-up and all types of proxy access:

By signing below, I acknowledge that I have read and understand this MyChart Proxy Access Sign-Up Form, and I agree to its terms.

\_\_\_\_\_  
Patient Signature (not required for minor children)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Date