

# MyChart - Request Access to MyChart for Someone You Care for



Access a family member's medical record in MyChart by selecting the family member's tab. You will be able to view information such as:

- Immunization records
- Growth charts
- Test results

A parent can have full access to a child's record until the age of 14. Then the access is limited through age 18, per state law.

To request access to a family member's record:

- 1) Log into MyChart
- 2) Click on the menu and select the "**Proxy Access Request Form**" in the Sharing section.
- 3) After reading the User Agreement, select the checkbox
- 4) Complete the form and click "**Submit**"

After proxy access has been granted, click the family member's tab on the right.

- 1) Read the Proxy Access Disclaimer
- 2) Click "**Accept Proxy Access Disclaimer**"  
**Please Note:** You will be prompted to do this each time a family member's chart is accessed
- 3) The home page will open with the family member's name shown in parentheses ( )

After proxy access has been granted