How to Share Your Record with a Proxy

If you are a St. Charles patient between the ages of 14 to 17 and have your own MyChart Account, you can grant a parent or legal guardian (or any other trusted adult) access to your MyChart account as a proxy. The term "proxy" means someone who has access to a MyChart account that is not their own. By default, the proxy will have access to your account until you turn 18, however you can revoke proxy access at any time.

TRY IT OUT

1. In your web browser, enter https://www.stcharleshealthcare.org/ and click MyChart on the top toolbar. A MyChart LogIn window displays.



MyChart Login

- 2. Enter your MyChart username and password, and click Sign In.
- 3. On the MyChart Homepage, click **Share your record**. Alternatively, navigate to **Health > Share My Record**.

		What's in My Record?	Medical Tools										
e	Want to see information fro	Plan of Care Test Results	Lucy Document Center		you	've re	cently	visit	ed.				Refill/Renew medications
		Health Summary Current Health Issues	Who's Accessed My Record?									,	Review health summary
		Medications	Health Trends Ouestionnaires										
		Allergies Preventive Care	Research Studies									2	Request Access to your child's record
		Medical History Immunizations	Wallet Card Symptom Checker						EX	PLORE			View and new bills
		End-of-Life Planning	Share My Record										view and pay bitts
Do											- 6		Get an estimate
	You have no u	coming tooks		<		M	ay 202	0		>		2	oct un estimate
	fou have no up	coming tasks.		s	м	т	w	т	F	s		~	Share your record
									1	2		-	
				3	4	5	6	7	8	9		•	Request a Record



4. Click Friends and family access.



5. The Friends and Family Access page displays. Click Invite Someone.

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	Friends and Family	Access								
	Who Can See My Recor	d?								
			No one c	an see you	r information	n				
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F	riends and Far	nily Ac	cess p	age						

6. The Invite page displays. Complete all fields, and then click **Send Invite**.

MyChart	Teen He	ealth Visits	Messaging	Billing	Resources	2= Profile	Teen Mychart Log Out	Ver en Español
Invite Someone to H	lave Access	s to Your Recor	d					
 We will email an invitat someone you trust. 	tion to 🛛 💡	2 From the email, t their MyChart to a invitation.	hey can log in to accept the	3 The by	ey must verify th entering your da	ey know you ate of birth.		
Who are you inviting? * Name								
Where should we send t	his invitation	1?			_			
Email		Confirm emai	l					
*What kind of access wo	ould you like t	this person to hav	ve to your cha	rt?				
Adult w/Consent								
This type of access is for an a accessing another patient's MyChart. This person will ha to clinical information as we messaging and scheduling f	adult chart in ave access ell as eatures.							

7. An invitation email is sent. If the invitee has a MyChart account, they click **Accept Invitation**. If not, they click **Sign up now** to activate.



Invitee email

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8. The invitee is prompted to log into their MyChart account. An invitation message displays. The invitee must enter the minor's date of birth, and click **Accept Invitation**.

myChart	
Teen invited you to have access to their MyChart account * To confirm you <u>know Teen, enter th</u> eir date of birth.	
MM/DD/YYYY ACCEPT INVITATION DECLINE INVITATION	

Invitation message

 You, the minor, will receive an email (if St. Charles has your email address on file) confirming that another person has access to your MyChart Account. Returning to the Health > Share My Record > Friends and Family page, you can see that a proxy can now see your record. You can revoke access at any time by clicking **Revoke**.

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Friends and Family	Access								
Who Can See My Record	1?		_						
Parent Mychar Their access is: Adult w/Consent Access until: 5/6/2024	t i	REVO)KE			SOMEONE			
Whose Records Can I Se	e?								
Teen Mychart	ilv Ac		ane						

10. To see who has accessed your MyChart account, go to **Health > Who's Accessed My Records.** A list of people that have accessed your MyChart account displays.

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••••	Who's Accesse This page allows you MyChart Users MyChart Users	ed My Record to see who has acc Third-Party App:	What's in My F Plan of Care Test Results Health Summa Current Health Medications Allergies Preventive Cal Medical Histor	Record? ary 1 Issues re	Medical Tools Lucy Document Center Who's Accessed My Record? Health Trends Questionnaires Research Studies Wallet Card					
	Accessed By	Time A	Immunization End-of-Life Pla	s anning	Symptom Checker Share My Record		Type of Data A	ccessed		
	Parent Mychart	May 7, 2	020, 6:02 PM F	DT	Accessed		Your record			
	Teen Mychart	May 7, 2	020, 6:01 PM F	DT	Logged in		Your record			
	Teen Mychart	May 7, 2	020, 5:37 PM F	DT	Logged in		Your record			14
	Teen Mychart	May 7, 2	020, 5:16 PM P	DT	Logged in		Your record			
	Teen Mychart	May 7, 2	020, 4:44 PM F	DT	Logged in		Your record			
	Teen Mychart	May 7, 2	020, 2:11 PM F	DT	Logged in		Your record			
			There	are no more	entries to show.					

Who's Accessed My Record page

