













Lakeshore Health Connect (MyChart) Proxy Access



Adult-to-adult proxy access can be set up by a patient, legal guardian or power of attorney. Parents/guardians with proxy access can view MyChart for minors 0 - 11, with limited access for children 12 - 17.

What is Proxy Access?	MyChart for Patients	MyChart for Proxies	
Proxy access allows parents, legal guardians and caregivers to log into their personal MyChart account and connect to medical information for the patient they represent. Available access is based on age of the patient and proper authorization.	With MyChart, patients can: <ul style="list-style-type: none"> • View and pay bills • View clinical notes • Access test results • Request prescription refills • Communicate with your provider • Manage appointments 	Limited Access With Limited Access, proxies can: <ul style="list-style-type: none"> • See most of what patients can view, excluding information related to sensitive topics • Communicate with the patient's providers Proxies do not have the ability to: <ul style="list-style-type: none"> • Request prescription refills • View appointments • View clinical notes or medication information 	Full Access With Full Access, proxies can use the same features available to the patient including: <ul style="list-style-type: none"> • Access test results • View clinical notes • Communicate with the patient's providers • Manage appointments • Request prescription refills
Patients 11& under 	 <p>Children do not need a MyChart account.</p>	 <p>Limited proxy access does not apply to this age group.</p>	 <p>Full proxy access is available to parents and legal guardians. For patients 0 - 11, clinical notes will not be available in MyChart.</p>
Patients 12-17 	 <p>Patients can discuss if MyChart is an appropriate option during any visit.</p>	 <p>By default, proxy access is limited for this age group to help protect the privacy of patients. Access changes begin on the patient's 12th birthday.</p>	 <p>With the patient's authorization a parent/guardian can be given full access. Proxy access is reassessed annually and ends on the patient's 18th birthday.</p>
Patients 18+ 	 <p>Patients can create a MyChart account of their own to stay connected to their health.</p>	 <p>Limited proxy access does not apply to this age group.</p>	 <p>Adult-to-adult proxy access is available with authorization from the patient.</p>

How To Set Up Proxy Access

Children 0 - 11

Visit the clinic or call 920-783-6633 to request proxy access for children under 11. Lakeshore Community Health Care will verify your relationship and grant proxy access.

If you don't have a Lakeshore Health Connect (MyChart) account, sign up at lakeshorechc.org/health-connect. Please use the directions link if you need help signing up.

Children 12 - 17 **Limited Access.** Patients in this age group can authorize Full Access.

Parents can follow the same directions above.

Foster parents or guardians need to submit custodial orders to LCHC before requesting Proxy Access to MyChart. Lakeshore Community Health Care will not revoke proxy access until notified of a change in the placement/custodial order.

Children 12 - 17 can follow the directions on the right to give parents or guardians full access to their MyChart account.

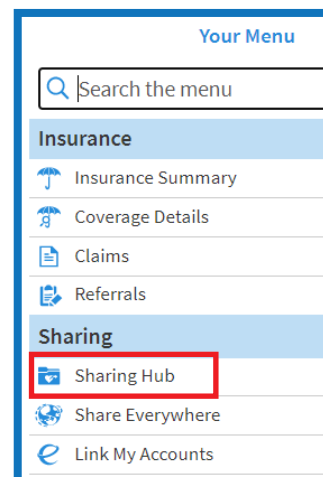
Adult-to-Adult Proxy Access

If the patient or person requesting proxy access does not have a Lakeshore Health Connect (MyChart) account, visit the Health Connect page on lakeshorechc.org to sign up. Please use the sign up directions link on the page if you need help or call 920-783-6633 to request an activation code.

From the patient's MyChart account use the "Sharing Hub" feature to invite a caretaker, family member or close friend. The adult receiving the proxy invitation must verify they know the patient by entering their date of birth.

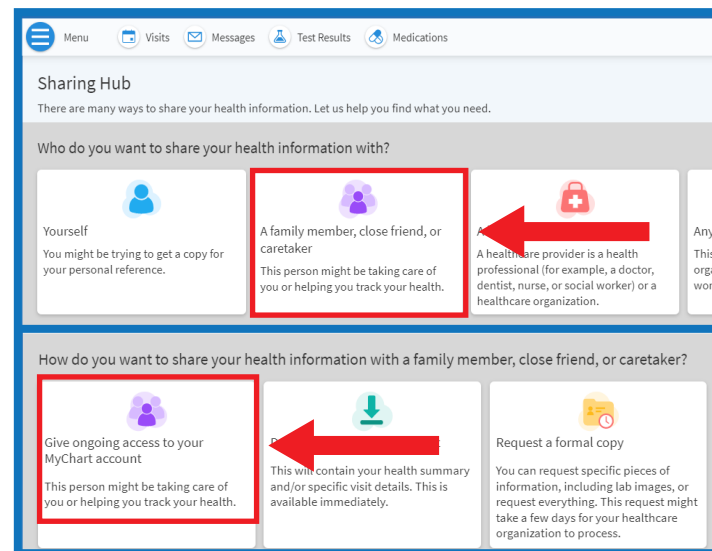
To sign up or log in to MyChart visit:
lakeshorechc.org/health-connect

To grant proxy access:



1. On the patient's chart click the Menu and scroll down to "Sharing Hub"

2. Click "A family, close friend or caretaker". Click "Give ongoing access to the MyChart account". Follow the instructions to invite someone to view your chart.



3. Review and agree to the terms and conditions. The person invited will need to know your birthdate to accept the invitation.