

Proxy Access

Request a MyChart account for others

MyChart allows approved individuals to have access to the medical records of family members. This includes parents of minors, legal guardians or adult children who have health decision-making authority for their parents.

To obtain authorized access, you must have your own MyChart account activated and complete the appropriate Proxy Access Form below.

Proxy Access for Children

For patients under the age of 18, proxy access can be granted to parents or legal guardians as follows. To request access, please complete the [Child Proxy Access Form](#) and return it to the doctor's office where the child receives care.

- When the child is 13 years of age or younger, a parent or legal guardian with proxy access has complete access to the child's medical record
- When the child is 14 through 17 years of age, proxy access will be limited to certain information and MyChart functions
- When the child becomes an adult at 18 years of age, a parent will no longer have proxy access.
- In the case of legal guardians, depending on the situation and capacity of the now 18 year old to manage their own health care, proxy access may be continued upon request and review.

Proxy Access for Adults

Adult patients 18 years of age and older generally monitor and manage their own MyChart accounts. However, if a patient is 18 years of age or older and wants or needs to have another adult to serve as their proxy representative, the patient can complete the [Adult Proxy Access Form](#) and return it to their doctor's office. The most common example of proxy access for adult patients is when older parents want their health care to be managed by their adult children.

Access a family member's medical record

You will receive an email once your proxy request form has been processed and approved. From there, you'll be able to log into your personal MyChart account and view the account of the child or adult for whom you have proxy authorization.