

MyChart Proxy Application for Adolescent Patients – Limited Access – Age 12-17

Completing this form allows someone else (a “proxy”) to obtain limited access to portions of a patient’s health record via MyChart, for patients age 12-17. To request proxy access, please complete this form and return it to a staff member or to the address below. **One application is required for each proxy request.**

I understand that:

- *I must log into my MyChart account with my own username and password to access the patient’s information.*
- *BJC/Washington University may revoke access to this electronic access at any time deemed appropriate.*

PATIENT’S INFORMATION

Patient’s legal name (First Middle Last) _____

Patient’s date of birth _____

Patient’s address _____

City, state, ZIP code _____

Patient’s phone number _____

PROXY APPLICANT’S INFORMATION (Parent or Guardian)

Proxy’s legal name (First Middle Last) _____

Proxy’s date of birth _____

Proxy’s address _____

City, state, ZIP code _____

Proxy’s phone number _____

Proxy’s email address _____

Proxy’s Social Security number (last 4 digits acceptable) _____

I attest that I am a parent or guardian with the right to access my child’s protected health information. If I am no longer a parent or guardian with legal authority to access my child’s account, I will immediately stop using my proxy access through MyChart, and I will alert the MyChart support team to turn off my access.

Signature of proxy applicant _____ Date _____

Former Name (if applicable) _____

MyChart Proxy Application for Adolescent Patients – Limited Access – Age 12-17 *(continued)*

PARENTS OR GUARDIANS OF PATIENT AGE 12-17

Completing this form does not give full access to your minor child's MyChart account. That is a separate process that includes your minor child's consent. Under state law, we are required to keep confidential certain types of health information & services provided to minors and can only disclose this information with the minor patient's permission.

Parent/guardian access via MyChart will be revoked when:

- Parent/guardian submits a request to revoke online access.
- Patient turns 18, at which time the patient is no longer a minor.
- Patient revokes your proxy access via their MyChart account or by contacting MyChart Support.

NON-PARENT APPLICANTS What is your relationship to the patient?

Power of Attorney Guardian Other _____

If you checked any of the relationships above, an explanation of the relationship and any paperwork supporting your request must be attached before the application will be processed. A member of our team will contact you in the event additional documentation is needed.

Signature of Non-Parent Applicant _____ Date _____

Upon approval of your request, you will receive a MyChart activation code along with instructions on how to sign up for MyChart and create your own MyChart account. If you already have a MyChart account, you can access your proxy's chart from your existing MyChart account.

Please return this form by fax or email:

Fax: 314-273-0394

Email: gs-MyChartProxy@bjc.org

Documents can also be mailed to:

BJC HIM MyChart Proxy

One Children's Place PL20

St. Louis, MO 63110

page 2

See next page for frequently asked questions about MyChart proxy access

FREQUENTLY ASKED QUESTIONS ABOUT MYCHART PROXY ACCESS

What is proxy access?

Through proxy access, parents and legal guardians can keep track of vaccination records, growth charts, diagnoses, and medical instructions, as well as communicate with an adolescent's care team.

Why can't I automatically access my adolescent's record?

Under state and federal laws, there are designated pieces of medical information that even the adolescent's parents or guardians may not view without that adolescent's consent. These age ranges comply with regulations designed to protect the privacy of adolescent patients. Your child should discuss proxy access with their care provider so that the provider can explain the full implications of proxy access.

Can I obtain full proxy access to my adolescent's record?

This is possible with the consent of both the adolescent themselves and their primary or long-term care provider. Privacy concerns may prevent some adolescents from seeking health care. The adolescent and their care provider can discuss proxy access to determine if it is in the best interest of the adolescent to share their medical record with others. You can request this access by completing [this form](#) in conjunction with the patient and their provider.

Why do I no longer have access to my adolescent's record?

Access to an adolescent's MyChart account automatically expires when they turn 18 years old. You will receive reminder notifications in MyChart that your access will be expiring. When your child turns 18 years old, they can grant you proxy access from their own MyChart account. Adolescents can also terminate a proxy's access at any time from their own MyChart account.

Want to learn more? Go to mypatientchart.org and click the "FAQs" link at the bottom of the page.