

## **MyChart Proxy Application for Minor Patients – Age 0-11**

Completing this form allows someone else (a “proxy”) to be able to access a patient’s health record via MyChart. To request proxy access, please complete this form and return it to a staff member or to the fax number or email address below. **One application is required for each proxy request.**

***I understand that as a proxy:***

- *I must log into my MyChart account with my own username and password to access the patient’s information.*
- *BJC HealthCare/Washington University may revoke access to this electronic access at any time deemed appropriate.*
- *When the patient turns 12, access will be automatically adjusted to limited registration and scheduling information for some departments to protect adolescent privacy.*

**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) \_\_\_\_\_

## MyChart Proxy Application for Minor Patients – Age 0-11 *(continued)*

### **PARENT WITH A CHILD AGE 0-11 YEARS**

Parent/guardian access via MyChart will be revoked when:

- Parent/guardian submits a request to revoke online access.

Parent/guardian proxy access will be changed from full access to limited access when the patient turns 12.

- Parent/guardian can request full MyChart proxy access by filling out a form, but only with the consent of the adolescent patient following a conversation with their provider.
- When the patient turns 12, access will be adjusted to limited to protect adolescent privacy.

*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 \_\_\_\_\_

### **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 BJC/Washington University MyChart account, no activation code is required: you will gain access to your child's information from your existing MyChart account.

**Please return this form by fax or email:**

**Fax:** 314-273-0394

**Email:** [gs-MyChartProxy@bjc.org](mailto:gs-MyChartProxy@bjc.org)

**Documents can also be mailed to:**

BJC HIM MyChart Proxy

One Children's Place - PL20

St. Louis, MO 63110

### **FREQUENTLY ASKED QUESTIONS ABOUT MYCHART PROXY ACCESS**

#### **What is proxy access used for (ages 0-11)?**

Proxy access for this age range gives parents and guardians access to information for their children. Through proxy access, parents and guardians can keep track of vaccination records, growth charts, test results, diagnoses, and medical instructions, communicate with a child's care team, schedule certain appointments, and much more.

#### **When will I lose proxy access to my child's MyChart account?**

When the child turns 12 years old, parents and guardians who previously had full proxy access to the child receive limited access instead. Before the child's 12<sup>th</sup> birthday, you will receive reminder notifications in MyChart about these upcoming changes. To regain full proxy access to your adolescent child's information, you will have to complete a separate application form at that time.

**Want to learn more?** Go to [mypatientchart.org](http://mypatientchart.org) and click on the "FAQs" link at the bottom of the page.