

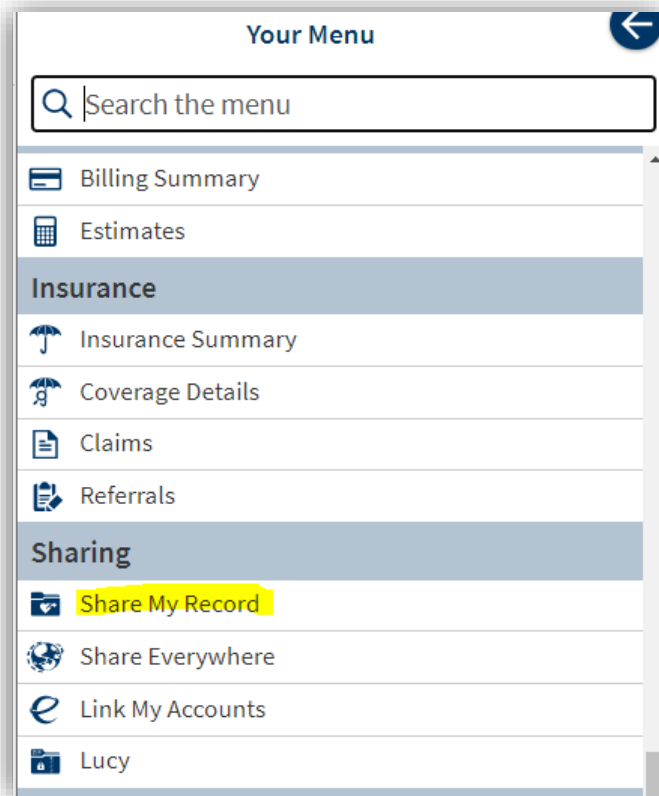
DOING MORE TO HELP YOU MANAGE YOUR HEALTHCARE

Request Access to A Minor's Record

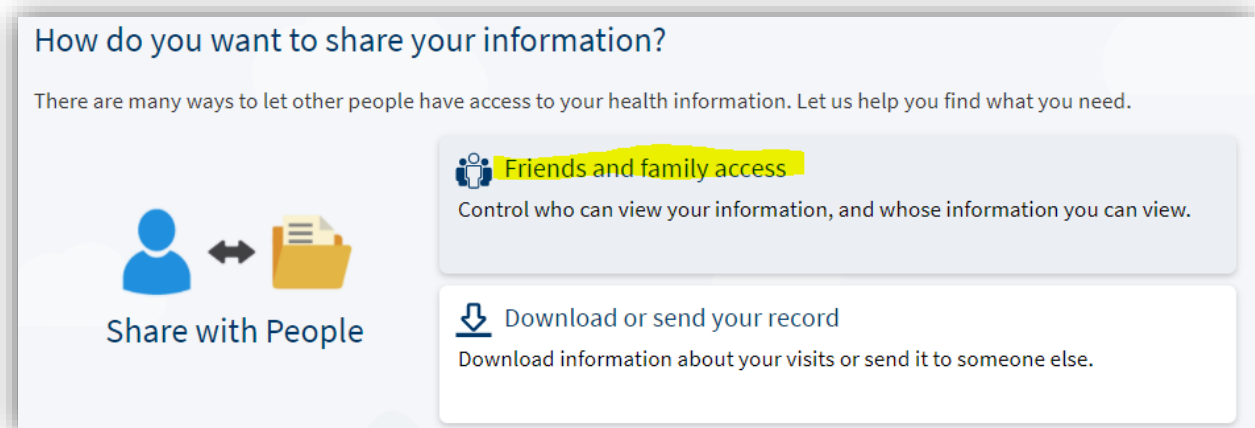
You can now request proxy access to your child's chart via MyChart.

Website Instructions:

1. Log in to MyChart. Click on the "Share My Record" activity under the Sharing section of the Menu.



2. Your screen will look like this. Click on "Friends and Family Access"



3. Your screen will look like this. Click on “Request access to a minor’s record.”

Friends and Family Access



Are you a parent or guardian? **Request access to a minor's record.**

4. The proxy form will open. Read all the information on the screen. Fill in the Name, DOB, Address of the minor you are requesting proxy access for (all fields are required to submit the form).

Montefiore MyChart Child Proxy Authorization Form

to be Completed by Parent or Legal Guardian

Please provide the following information for your child. All fields are required.

Patient Name: (last, first, middle initial)	<input type="text"/>
Patient Date of Birth:	<input type="text"/> 
Patient Address: (if different from yours)	
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Relationship to Patient:	<input type="text"/> 
If other, please specify:	<input type="text" value="N/A"/>

5. Scroll down and carefully read all the Terms and Conditions. Accept the Terms and Conditions as highlighted below. At the bottom of the screen click on “Submit Request” as highlighted below to submit the form.

• I understand that my use of Montefiore MyChart is voluntary and my proxy access can be revoked by the patient at any time to Montefiore Health System.

I acknowledge that I have read, understand, and agree to the terms contained within this Montefiore MyChart Child Proxy Authorization Form.

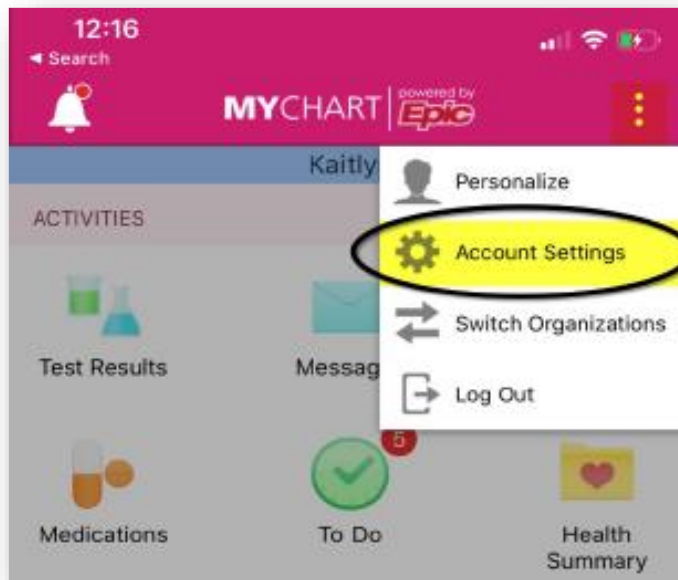
Please allow 48-72 hours for our staff to process this request. They will contact you by MyChart message with any follow-up.

SUBMIT REQUEST

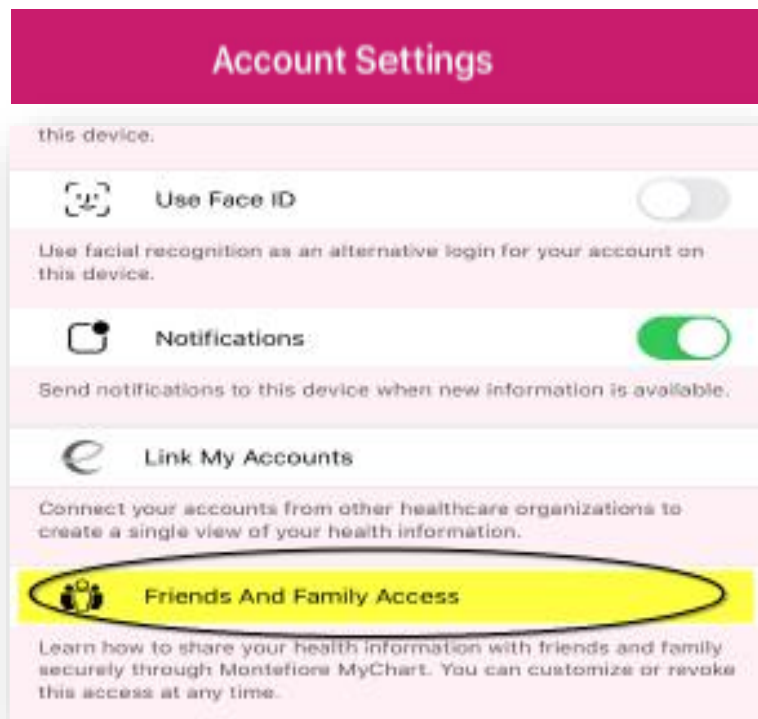
6. Your request has been submitted. Allow 48-72 hours to process the request. You will receive a MyChart message once the request has been processed.

Mobile Instructions:

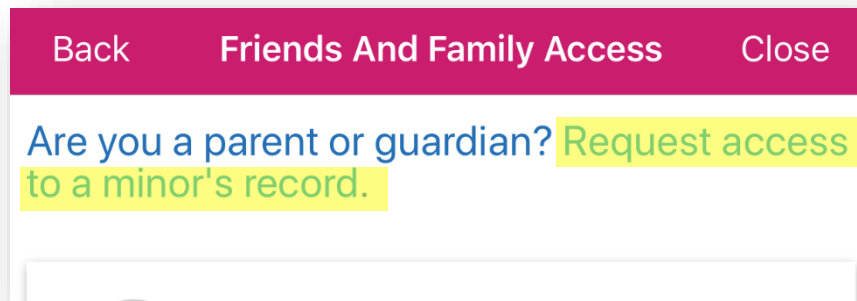
1. Log into your Montefiore MyChart Mobile App. Open the Menu by clicking on the three dots as highlighted below. Then click on “Account Settings” as highlighted below.



2. Your screen will look like this. Click on the “Friends and Family Access” button as highlighted below to access the proxy form.

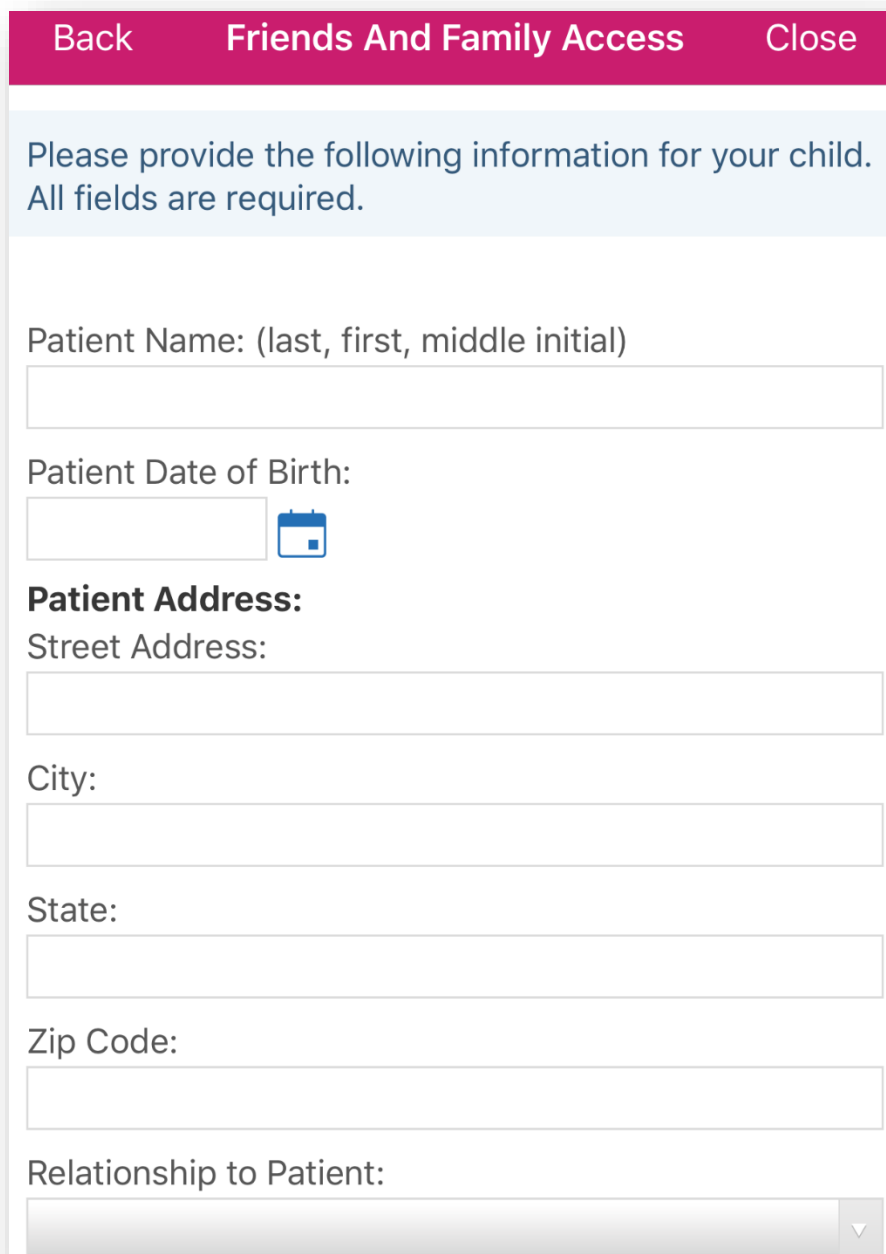


3. Your screen will look like this. Click on “Request access to a minor’s record” as highlighted.



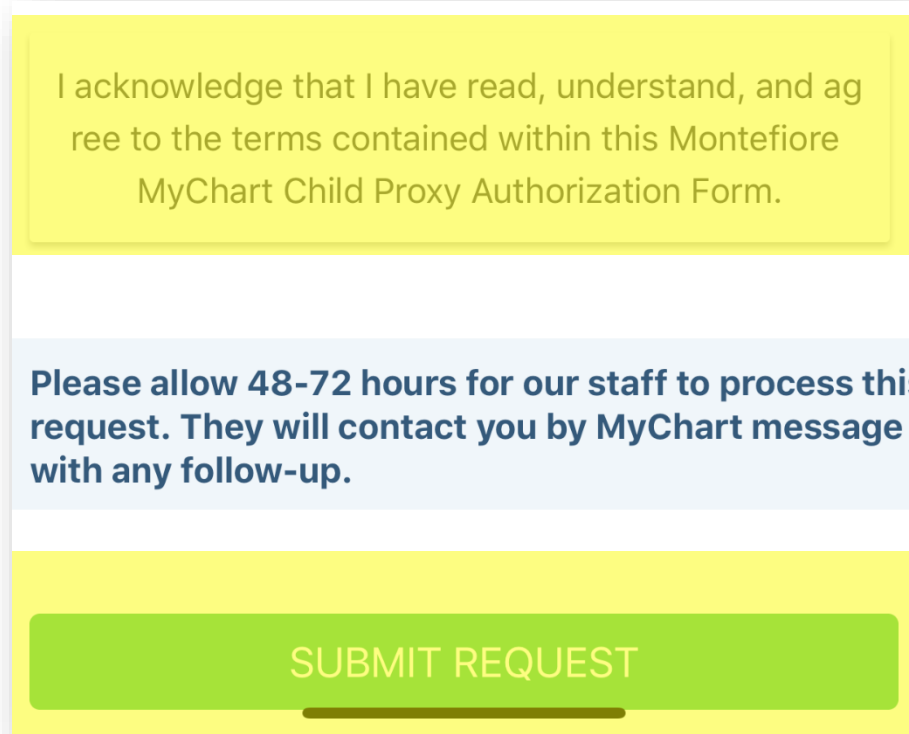
A screenshot of a mobile application interface. At the top, there is a pink navigation bar with three buttons: "Back", "Friends And Family Access", and "Close". Below the navigation bar, the text "Are you a parent or guardian?" is displayed in blue. To the right of this text, a button labeled "Request access to a minor's record." is highlighted in yellow. Below the text and button, there is a white rectangular area that appears to be a form or a placeholder for an image.

4. The proxy form will open. Read all the information on the screen. Fill in the Name, DOB, Address of the minor you are requesting proxy access for (all fields are required to submit the form).



A screenshot of a mobile application interface showing a proxy form. At the top, there is a pink navigation bar with three buttons: "Back", "Friends And Family Access", and "Close". Below the navigation bar, the text "Please provide the following information for your child. All fields are required." is displayed in blue. The form consists of several input fields: "Patient Name: (last, first, middle initial)" with a text input field; "Patient Date of Birth:" with a date input field and a calendar icon; "Patient Address:" with a sub-label "Street Address:" and a text input field; "City:" with a text input field; "State:" with a text input field; "Zip Code:" with a text input field; and "Relationship to Patient:" with a dropdown menu.

- 5. Scroll down and carefully read all the Terms and Conditions. Accept the Terms and Conditions as highlighted below. At the bottom of the screen click on “Submit Request” as highlighted below to submit the form.**

A screenshot of a web form with a yellow background. The top section is a yellow box containing the text: "I acknowledge that I have read, understand, and agree to the terms contained within this Montefiore MyChart Child Proxy Authorization Form." Below this is a light blue box containing the text: "Please allow 48-72 hours for our staff to process this request. They will contact you by MyChart message with any follow-up." At the bottom is a large green button with the text "SUBMIT REQUEST" in white capital letters.

I acknowledge that I have read, understand, and agree to the terms contained within this Montefiore MyChart Child Proxy Authorization Form.

Please allow 48-72 hours for our staff to process this request. They will contact you by MyChart message with any follow-up.

SUBMIT REQUEST

- 7. Your request has been submitted. Allow 48-72 hours to process the request. You will receive a MyChart message once the request has been processed.**

**If you have any questions, please call the MyChart Helpdesk
Montefiore Medical Center: 1-855-226-3070**