# MyChart Patient Portal How to Share Your Medical Record with Family or Friends

#### Need help? Call our support line available from 7 a.m. to 7 p.m. at 301-754-7363.

Once you have registered your MyChart patient portal, you have the option to share your health information with your friends and family. With the Sharing Hub in MyChart, you can easily manage who has access to your information by adding, adjusting or removing "proxy relationships."

#### Within MyChart, Go to the Friends and Family Access Activity

- 1. Go to the Menu and search "friends" to narrow the list of options.
- 2. Select Friends and Family Access within the Sharing Hub.
- 3. Select A family member, close friend or caretaker.



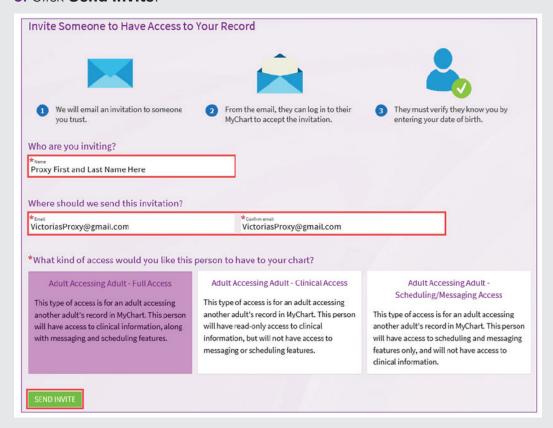
- **4.** Select **Give ongoing access to your MyChart account** to grant, revoke or review proxy access.
  - You can also select Download or send a snapshot or Request a formal copy from this screen to pull your records for another person once without continued access.
- **5.** Review the information on the Friend and Family Access screen.
  - The Who Can See My Record? section lists individuals who currently have proxy access to your MyChart account.
  - The Whose Records Can I see? section lists MyChart accounts to which you currently have proxy access.



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### Invite a New Adult Proxy to Access Your Record

- 1. Click Invite Someone under Who Can See My Record?
- **2.** Enter the **first and last name** of the invitation's recipient (the proxy to-be).
- 3. Enter/confirm the recipient's email address (the email address of his or her MyChart account).
- 4. Select the desired Adult Accessing Adult access level. A description of each access is provided.
- 5. Click Send Invite.



### Manage Current Proxy Relationships

- To update an existing proxy's access level, click Edit in the individual's box under Who Can See My Record?
- To revoke an existing proxy's access, click **Revoke** in the individual's box under Who Can See My Record?
- If you wish to no longer have proxy access to another patient's record, click **Revoke** in the individual's box under *Whose Records Can I See?*

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