

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**.

Sharing Hub
There are many ways to share your health information. Let us help you find what you need.

Who do you want to share your health information with?

 Yourself You might be trying to get a copy for your personal reference.	 A family member, close friend, or caretaker This person might be taking care of you or helping you track your health.	 A healthcare provider A healthcare provider is a health professional (for example, a doctor, dentist, nurse, or social worker) or a healthcare organization.	 Anyone else This might be someone at another organization, like your insurance or workplace.
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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**.

The screenshot shows a form titled "Invite Someone to Have Access to Your Record". It includes three numbered steps: 1. We will email an invitation to someone you trust. 2. From the email, they can log in to their MyChart to accept the invitation. 3. They must verify they know you by entering your date of birth. The form fields include: "Who are you inviting?" with a text box containing "Proxy First and Last Name Here"; "Where should we send this invitation?" with two text boxes for email addresses, both containing "VictoriasProxy@gmail.com"; and three radio button options for access levels: "Adult Accessing Adult - Full Access", "Adult Accessing Adult - Clinical Access", and "Adult Accessing Adult - Scheduling/Messaging Access". A "SEND INVITE" button is at the bottom left.

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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