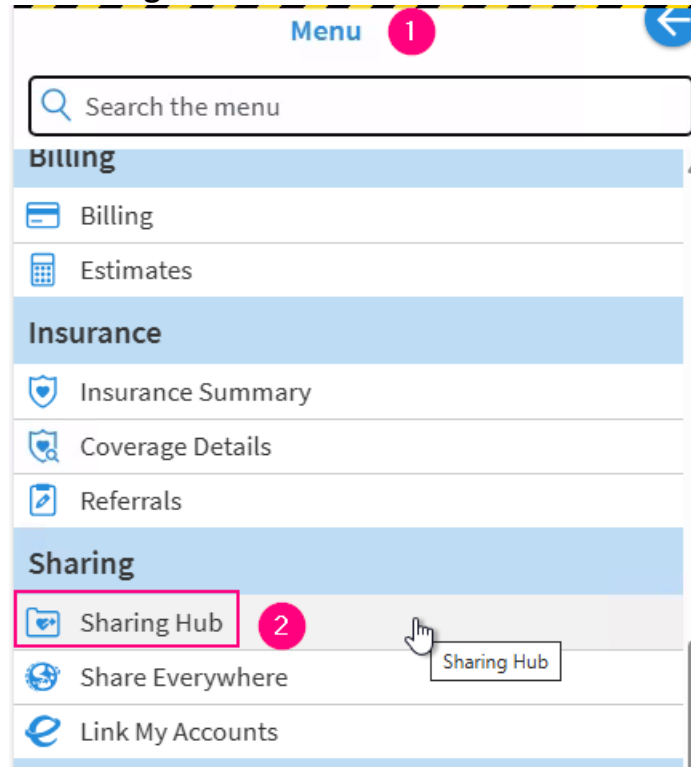


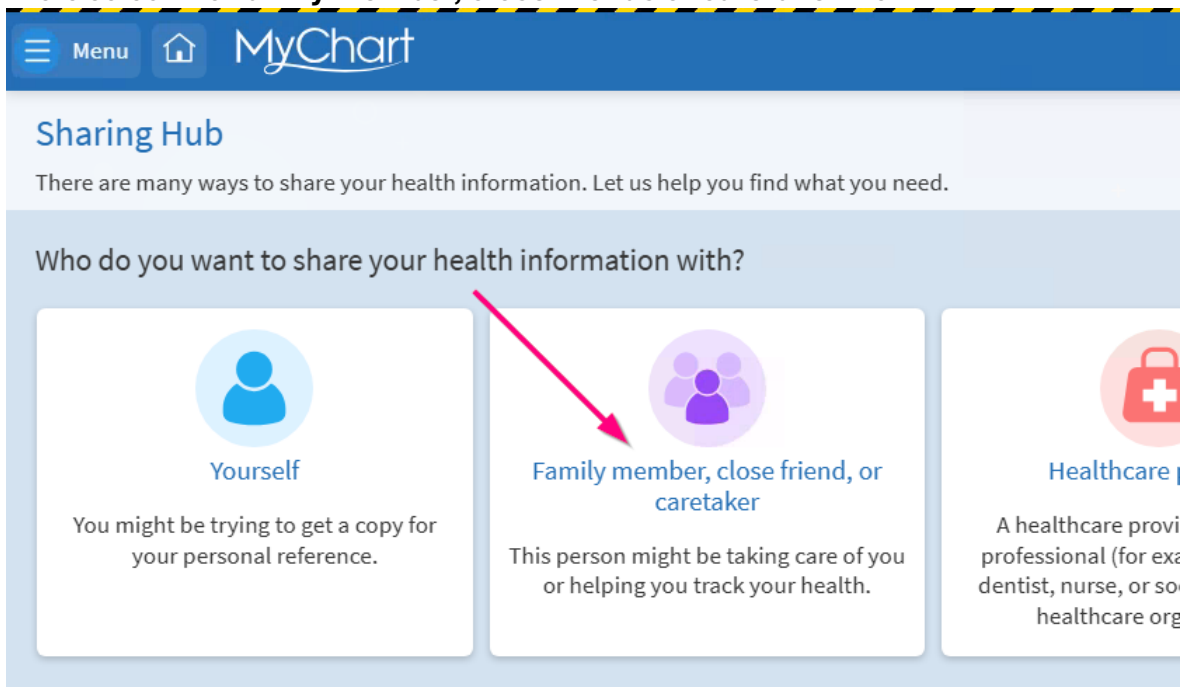
Adding/Removing MyChart portal proxies

This is for patients 18 years and older. If you or your child are under 18, please see the MyChart FAQ page posted on our website for details on how teen proxy accounts work.

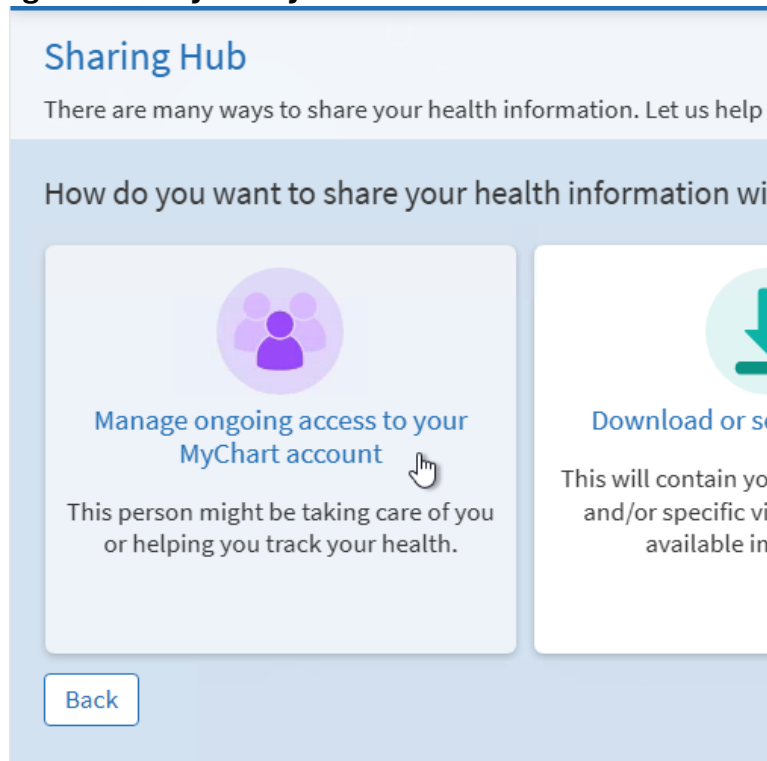
Patients can choose to add or remove their own proxies straight from MyChart. To begin, click **Menu** and navigate to the **Sharing Hub**.



From there select the **Family member, close friends or caretaker** tile



Click **Manage ongoing access to your MyChart account**



If you have no proxies currently, click **Invite friends or family** and fill in their information to add them as a proxy. Be sure to notify the person ahead of time so they can keep an eye out for the email notification indicating their new proxy access to your chart.






You will be asked to enter the proxy's information and determine what level of access you'd like to share with them.

- **Full Access** will share everything in the portal with them

- **Clinical Access** will only allow the to view billing/payment information, despite its name this access is very limited
- **Scheduling/Messaging access** allows the proxy to send messages to your care team as well as book visits for you on the portal, but other information like clinical notes and documents do not show for them

Invite someone to have access to your record

- 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.

*Indicates a required field.

Who are you inviting?

* Invitee name

Where should we send this invitation?


* Invitee email * Confirm invitee email

*What kind of access would you like this person to have to your chart?


If you have any current proxies on file or if you are a proxy for someone else, all that information will be listed on the **Friends and Family Access** page. You can remove any existing proxies at any time. As always if you have any questions do not hesitate to contact the clinic by email at MyFenway@fenwayhealth.org

Friends and Family Access

Who can see my record?




C **Complete Access**
Access type
Adult Accessing Adult - Clinical Access ⓘ




B **My Access - Clinical**
Access type
Adult Accessing Adult - Scheduling/Messaging Access ⓘ

+ Invite friends or family

Whose records can I see?



E **My Access - Clinical (You)**
Nickname
[redacted]



B **My Access - Clinical**
Nickname
[redacted]