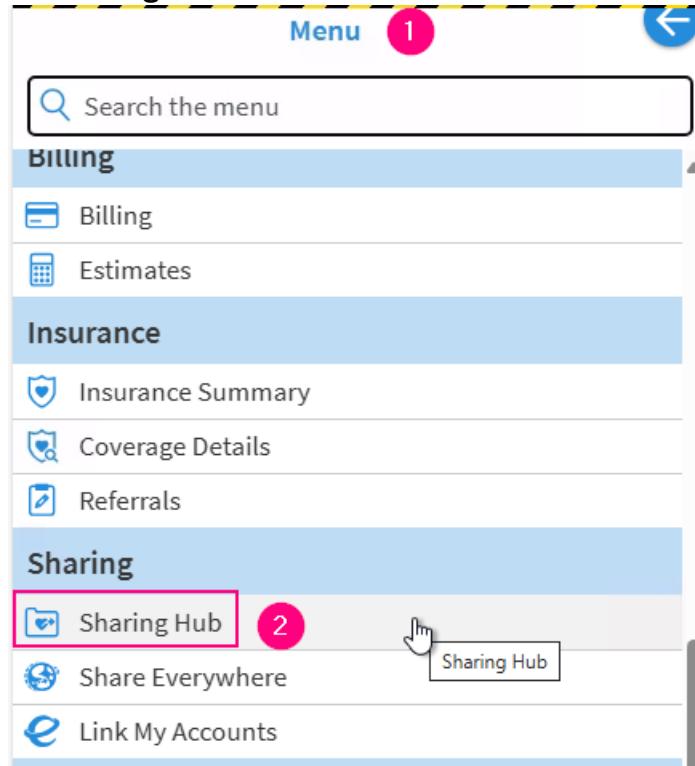


Adding/Removing MyChart portal proxies

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

A screenshot of the MyChart "Sharing Hub" page. At the top, there is a blue header bar with the "Menu" icon, a home icon, and the "MyChart" logo. Below the header, the page title is "Sharing Hub" with a subtitle "There are many ways to share your health information. Let us help you find what you need." A large heading "Who do you want to share your health information with?" is followed by three options:

- Yourself** (Icon: blue person silhouette): You might be trying to get a copy for your personal reference.
- Family member, close friend, or caretaker** (Icon: purple group of people silhouette): This person might be taking care of you or helping you track your health. A pink arrow points from the text "Family member, close friend, or caretaker" to this option.
- Healthcare provider** (Icon: red cross in a circle): A healthcare provider (for example, a dentist, nurse, or someone from a healthcare organization)

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

Sharing Hub

There are many ways to share your health information. Let us help

How do you want to share your health information wi



Manage ongoing access to your MyChart account 

This person might be taking care of you or helping you track your health.



Download or se

This will contain yo and/or specific vi available in

[Back](#)

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.



Friends and Family Access

Who can see my record?

No friends or family can see your health info.

 [Invite friends or family](#)

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 proxy 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?

Adult Accessing Adult - Full Access Adult Accessing Adult - Clinical Access Adult Accessing Adult - Scheduling/Messaging Access

Send invite

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 Employee/Employee

Access type
Adult Accessing Adult - Clinical Access (i)

Remove



B Employee/Employee

Access type
Adult Accessing Adult - Scheduling/Messaging Access (i)

Remove

+ Invite friends or family

Whose records can I see?



E Employee/Employee (You)

Nickname [REDACTED]



B Employee/Employee

Nickname [REDACTED]