

With Family Access, you can designate someone to view your summary health information using MyChart. This individual, called your Proxy, may be a parent or legal guardian involved in your healthcare. Because you are age 13 or older, you have the right to privacy regarding your health information in MyChart and are not required to designate a MyChart Proxy. If you do decide to designate a Proxy, you will have the option below to grant i) full access privileges (your Proxy will see all the same information that you do in MyChart), or ii) limited/reduced access privileges (your Proxy will see only a subset of information in MyChart to help protect your privacy).

Designating a parent or legal guardian as your MyChart Proxy does not give them new rights to give or withdraw consent for your procedures, services, admissions, discharges, organ donations, autopsies, or life support, different from the rights they may or may not have today.

To designate a parent or legal guardian as your MyChart Proxy, you must complete this form and select the desired level of Proxy privileges. By signing this form, your Proxy will be able to perform the following based upon permission level:

Full Proxy privileges:

- View your summary health information in MyChart created by physicians, hospitals, and other healthcare providers who use the Epic medical record platform. **This may include information related to diagnosis and/or treatment of HIV, mental health, drug and alcohol-related conditions, pregnancy, and/or sexually transmitted diseases.**
- Communicate with your healthcare providers regarding tests, treatments, medications, medical advice, and administrative/account-related issues using MyChart secure messaging.
- Request and schedule appointments on your behalf using MyChart.
- Complete health questionnaires and request changes to your health information on your behalf using MyChart.

Limited/reduced Proxy privileges:

- View certain care-related information such as allergies, immunizations, plans of care, certain medications, and letters.
- View past and upcoming appointments, except within the Women's Health service line.
- Request and schedule appointments on your behalf using MyChart.
- Communicate with your healthcare providers about medical advice, except within the Women's Health service line.

Additionally, you may always decide to fully revoke your Proxy's Family Access by selecting the option below.

MyChart billing and payment information is only visible to the guarantor of your insurance plan. Your Proxy will not be able to view or act on your billing or payment information using MyChart unless they are your responsible guarantor.

However, patients are advised that parents or legal guardians may still receive explanations of benefits (EOBs) issued by your insurance plan in connection with healthcare services rendered.

By signing this form, I acknowledge and agree to the following:

- I have read and understand this MyChart Family Access Form, the Family Access Terms and Conditions of Use, and the General Terms and Conditions of Use applicable to MyChart, and I choose to make my parent or legal guardian named on this form a MyChart Proxy of my health information.
- My treatment will not be affected in any way, whether I sign or do not sign this form. Signing this form is not required to receive treatment.



**MyChart Family Access Form For
Patients 13-17 Years Old**

Patient Identification

- My parent or legal guardian named on this form will remain a MyChart Proxy to my health information until one of the following occurs:
 - I terminate the Proxy relationship.
 - My Proxy terminates their relationship.
 - I die, and the Proxy relationship is automatically terminated.
 - I turn 18 years old, and the Proxy relationship is automatically terminated.
- I understand that I may terminate the Proxy relationship at any time for any reason. Any of my health information that is viewed, printed, or otherwise used or disclosed by my Proxy using MyChart before I terminate the Proxy relationship cannot be taken back.
- I understand that my parent or legal guardian may still have the right to request and receive copies of my legal medical record, or details about services for which my parent or legal guardian has consented, even after the MyChart Proxy relationship is terminated.
- Allegheny Health Network reserves the right to revoke a Proxy's MyChart access privileges at any time, for any reason, including but not limited to failure to comply with the Family Access Terms and Conditions of Use and/or the General Terms and Conditions of Use applicable to MyChart.
- Allegheny Health Network is not liable for any redisclosure or unauthorized use of information by a Proxy.

Election of Family Access Privileges/Proxy permission (must select one):

- Full Proxy (Proxy will see the same information as the patient)**
- Limited/Reduced Proxy (Proxy will see only a subset of information as described above)**

Revocation of Family Access Privileges/Proxy permission

- check here to fully revoke Proxy permission**



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Patient Identification

Minor Patient Information

Complete the information below.

Name: _____ Date of Birth: _____

Home Address: _____

City, State, Zip Code: _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____ Time: _____

Patient Representative

(for use when minor is incapacitated or otherwise unable to independently act or make decisions) Complete the information below and attach the appropriate documentation specifying your relationship to the patient and your authority to act.

Name: _____

Signature: _____ Date: _____ Time: _____

Parent or Legal Guardian Information (Proxy)

Complete the information below.

Name: _____ Date of Birth: _____

Home Address: _____

City, State, Zip Code: _____

Email Address: _____ Phone: _____

Once completed and signed, please return this form to your doctor's office. You can also mail, fax or email to the contacts below:

Health Information/Medical Records

FAX: 724-226-7494

Email to: MyChartDataIntegrity@ahn.org

Attn: Data Integrity
1301 Carlisle Street
Natrona Heights, PA 15056



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