

# MyChart Patient Proxy Access Instructions

You can stay connected to your child's or loved one's health care information through MyChart. Proxy access allows a parent, legal guardian, or other designated individual to manage a patient's MyChart account and health information.

For questions or assistance, contact the Medical Records at the Ko-Kwel Wellness Centers:

KWC Coos Bay  
Medical Records Technician  
541-888-9494 ext. 2225

KWC Eugene  
Medical Records Technician  
541-916-7025, ext. 7026

## Overview of Proxy Access

Proxy access enables someone other than the patient to view and manage health information in MyChart. Access rules vary based on the patient's age and legal requirements.

## Proxy Access for Children Under Age 12

- **Eligibility:** Children under 12 cannot have their own MyChart account. A parent or legal guardian must act as the proxy.
- **Access Level:** Full access to appointments, medications, test results, and other health information.
- **Setup Process:** Contact the KWC Medical Records Technician. Proof of parenthood or guardianship (photo ID and signature) is required.
- **Expiration:** Access automatically ends when the child turns 12. At that point, the teen must create their own account and sign to reauthorize proxy access.

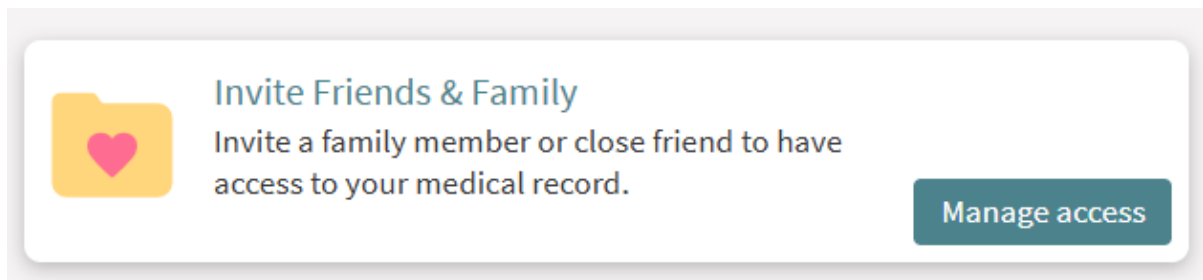
## Proxy Access for Teens (Ages 12–17)

- **Privacy Rules:** Due to state and federal laws, proxy access becomes limited at age 12.
- **Limited Access Includes:**
  - Allergies
  - Share My Record (proxy can manage their own connected devices only)
  - Message Center (Inbox only; confidential messages depend on provider discretion)
- **Restricted Information:** Proxies cannot view:
  - PPD TB Test
  - Asthma Action Plan

- Care Plan
- Safety Plan
- Immunizations
- Medical History

## Proxy Access Between Adults

- **Eligibility:** Adults (18+) manage their own MyChart account.
- If an adult would like to grant access to their health records to another adult, such as a spouse, family member, or a caregiver, they can designate that person within MyChart.
- **Setup:** Use the **Invite Friends and Family** option in MyChart's Sharing Hub for instructions.



## Proxy Access for Adults with Diminished Capacity

- **Purpose:** For patients unable to manage their account due to medical reasons.
- **Setup:** Contact the KWC Medical Records Technician for documentation requirements.

## Managing and Revoking Proxy Access

- Patients or teens can remove or modify proxy access anytime:
  - Go to **Profile > Personalize** in MyChart > **Manage** proxy settings.

## Confidentiality and Legal Requirements

- Proxy access for your child changes at ages 12 and then again at 18 to comply with privacy laws.
- For teens (12–17), certain health information remains confidential by law.