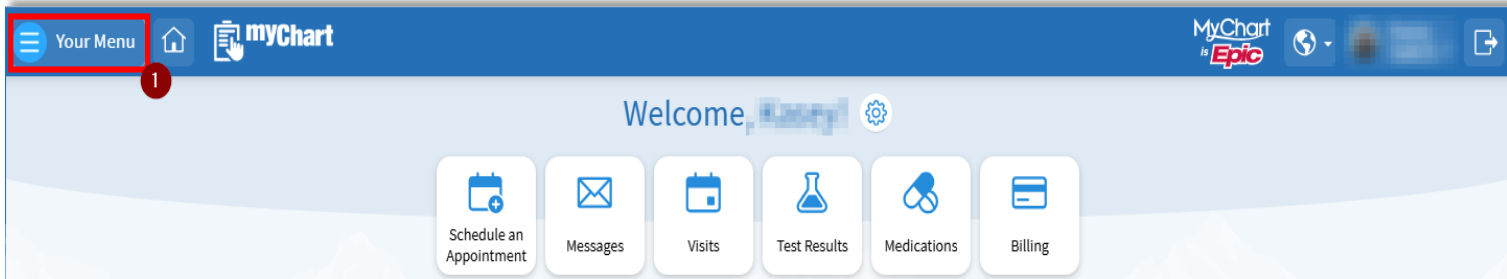


MyChart Sharing Hub

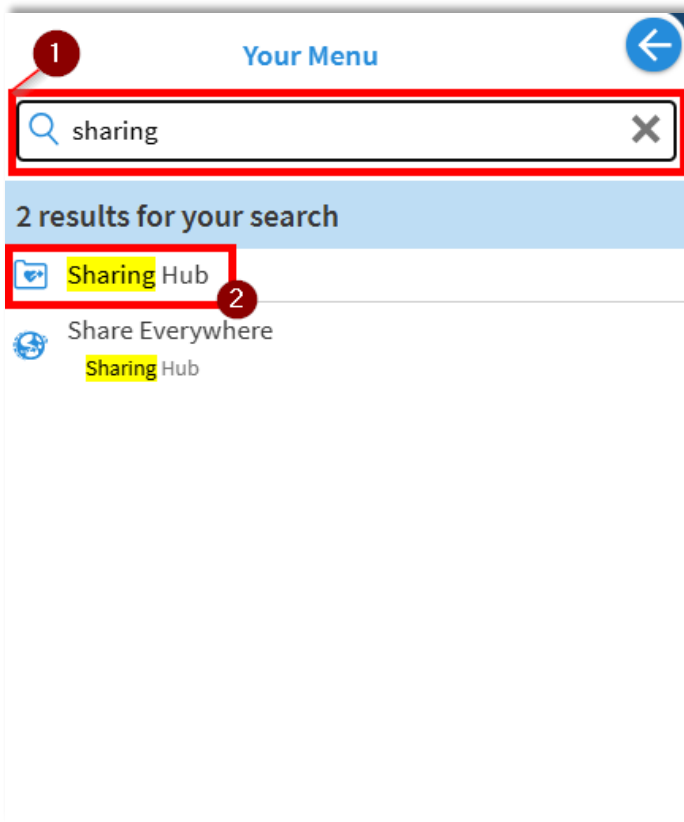
Role: Patient

Summary: This tip sheet will review:

- How to share your health information with: A family member/close friend/caretaker in MyChart.
- Once in MyChart - navigate to "Your Menu" in upper left-hand corner of MyChart.



- Once in the menu type "sharing" into search bar.
- Select "Sharing Hub"




- Once "Sharing Hub" has been selected - please select who to share health information with.
- Select "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.




Family member, close friend, or caretaker

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



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 school, insurance or workplace.

- Once that option is selected - select how to share the information.
- Select "Manage ongoing access to your MyChart account."

Sharing Hub


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

How do you want to share your health information with a family member, close friend, or caretaker?




Manage ongoing access to your MyChart account

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



Download or send a snapshot

This will contain your health summary and/or specific visit details. This is available immediately.



Request a formal copy

You can request specific pieces of information, including lab images, or request everything. This request might take a few days for your healthcare organization to process.

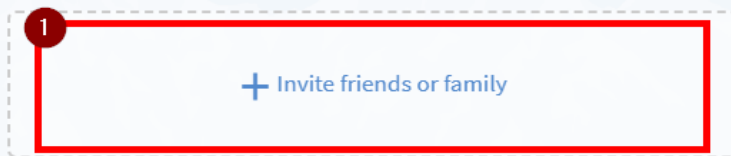
[Back](#)

- Once that option is selected - select "Invite friends or family"

Friends and Family Access

Who can see my record?

No friends or family can see your health info.



- It will then open a form for completion to send the invite.
- Anything with an **astic *** is a required field that has to be filled in.
- Complete required fields and send invite.
- See below process after form is completed.

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 w/Consent

4 Send invite