

MyChart Proxy Access Request & Authorization Form

Requirements:

- The parent or individual requesting access must have parental or legal guardianship rights or be authorized by a parent or legal guardian to have a proxy account.
- The parent/guardian must sign this Authorization Form.
- The proxy will have access to the patient's full MyChart account on behalf of the patient.
- The proxy must have his/her own UVM Health Network MyChart account in order to access the patient's MyChart account.

I understand that:

- MyChart is a secure online source of confidential health information and is not to be used in an emergency.
- Use of MyChart at UVM Health Network is voluntary and I can refuse to sign this form.
- I have the right to revoke this authorization and proxy access at any time.
- MyChart contains selected, limited medical information and is not the complete medical record. MyChart may include information related to sexually transmitted diseases, treatment for alcohol or drug use disorder, and treatment for behavioral or mental health conditions.
- My proxy is not bound by state or federal laws that protect the privacy and confidentiality of health information contained in the MyChart account, and may redisclose my health information accessed in the MyChart account.
- I must select a confidential password, maintain my password securely, and change my password if I believe it has been compromised in any way.
- If I share my MyChart username and password with another person, that person may be able to view my health information, as well as information about any other patient who as authorized me as a MyChart proxy.
- My activities in MyChart can be tracked by the system and entries I make may become part of the medical record.
- Access to MyChart is provided by UVM Health Network as a convenience to its patients. UVM Health Network may deactivate access at any time and for any reason.
- Parent/Legal Guardian access to this patient's record is terminated when:
 - The parent or legal guardian submits a request to revoke access or revokes access online
 - The patient turns 12 years old
- Communications regarding the patient (whether from the patient directly or from the proxy) must be sent through MyChart from the patient's record. Responses will be received in the patient's record. MyChart email alerts will be sent to the email address associated with the patient's MyChart account.

Completing this form will establish a MyChart record for the patient and/or proxy. If you already have a MyChart account, you will receive a message in your MyChart account when access to the additional patient's record is available.

Form continues on other side

PATIENT TO BE ENABLED FOR PROXY ACCESS:

Name: _____

Date of Birth: _____ Email address: _____

Signature: _____ Date & Time: _____

PROXY 1: I am requesting access to the health information available in MyChart for the patient named above and agree to abide by the above terms and conditions and all other terms and conditions viewable online within MyChart.

Name: _____

Relationship to Patient: _____ Date of Birth: _____

Address: _____

Phone: _____ Email address: _____

Does proxy have a medical record number (MRN)? Yes _____ No _____

(If not, a MRN will be assigned before proxy access can be granted.)

Signature: _____ Date & Time: _____

If Proxy is not parent or guardian: I am requesting proxy access to the health information available in MyChart for the above named person.

Parent or Guardian Name: _____

Signature: _____ Date & Time: _____

