

Signing Up for MyChart Proxy Access

Patient Users of MyChart

MyChart Proxy Access allows a parent, legal guardian, caregiver, or spouse access to a patient's MyChart account. Please follow the below steps based on the age of the patient you want proxy access to for more information:

Patients Ages 18+

Adult patients can choose who can see their medical information through a MyChart account. To set this up:

- 1) If the patient does not have their own MyChart, they can go to their clinic to sign a consent form to set up MyChart proxy access for someone else or,
- 2) If the patient has a MyChart account, they can:
 - a. Open the app or go online to mychart.nychhc.org
 - b. Login and find "Sharing Hub" in the menu
 - c. Click the option to share information with a family member, close friend, or caretaker and follow the steps on the screen to invite someone to have MyChart proxy access.

Alternatively, if you are already a proxy, just log in to your own MyChart account and switch to the patient's chart from the upper right-hand corner.

Patients Ages 12-17

If you are already a MyChart proxy, just log in to your own MyChart account and switch to your child's chart from the upper right corner. If you were not set up as a proxy, please call our MyChart Patient Help Line at 1-844-920-1227 to discuss MyChart options.

Patients 12-17 years old are authorized to log in and manage their own MyChart account, and can call our Patient Technical Support Line at 1-844-920-1227 for more information.

If you would like to request copies of a child's medical records, please click [here](#).

Patients Ages 0-11

Parents and legal guardians can use MyChart proxy access to see their child's medical information. Children under the age of 12 cannot have their own MyChart account.

If you are already set up as a MyChart proxy, just log in to your own MyChart account and switch to your child's chart from the upper right corner. If you were not set up yet, call our MyChart Patient Help Line at 1-844-920-1227 to discuss MyChart options.