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EDWARD
HOSPITAL & HEALTH SERVICES

ADULT PROXY FORM

Access to Another Adult's MyChart Record

To request access to the MyChart record of an adult whose medical care you help manage, please complete this form.The patient must sign this form and provide authorization for release of medical information in MyChart on the 'Adult Proxy Authorization Form'. Please note that the patient's chart will be accessed through your (the proxy's) MyChart record. Completing this form will establish a MyChart record for you and for the patient.

Please return forms to your clinic or physicians office or to Edward HIM/Medical Records Department, 801 S. Washington Street, Naperville, IL 60540 or fax to 630-646-3802.

Your Information (All sections required – please print clearly.)

This section should be completed by the individual requesting access to another adult's MyChart record.

Name (last, first, middle initial)_____ Date of Birth _____

Last 4 Digits of Social Security Number _____ Email _____
Patient's full SSN must be on file with Edward to activate a MyChart account

Street Address _____ City_____ State _____ Zip_____

Phone Number _____ Primary Physician _____

Patient's Information (All sections required – please print clearly.)

This section should be completed by the individual requesting access to another adult's MyChart record.

Name (last, first, middle initial)_____ Date of Birth _____

Last 4 Digits of Social Security Number _____ Email _____
Patient's full SSN must be on file with Edward to activate a MyChart account

Street Address _____ City_____ State _____ Zip_____

Phone Number _____ Primary Physician _____

MyChart Terms and Agreement

- I understand that MyChart is intended as a secure online source of confidential medical information. If I share my MyChart ID and password with another person, that person may be able to view my or my child's health information, and health information about someone who has authorized me as a MyChart proxy.
- I agree that it is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way.
- I understand that MyChart contains selected, limited medical information from a patient's medical record and that MyChart does not reflect the complete contents of the medical record. I also understand that a paper copy of a patient's medical record may be requested from the patient's clinic.
- I understand that my activities within MyChart may be tracked by computer audit and that entries I make may become part of the patient's medical record.
- I understand that access to MyChart is provided by Edward Hospital & Health Services as a convenience to its patients and that Edward Hospital & Health Services has the right to deactivate access to MyChart at any time for any reason. I understand that use of MyChart is voluntary and I am not required to use MyChart or to authorize a MyChart proxy.
- I understand that even though I may only be a patient of DuPage Medical Group or Edward Hospital & Health Services, my health information will be shared with the other provider as both providers jointly share MyChart.
- By signing below, I acknowledge that I have read and understand this MyChart Sign-Up Form and I agree to its terms.

▶ _____ / _____ / _____

Your (Proxy) Signature **Relationship to Patient** **Date** (*Required*)

I acknowledge that I have read and understand this MyChart Sign-Up Form. I agree to its terms and choose to designate the person named above as my MyChart Proxy, thereby allowing them access to my MyChart medical record.

▶ _____ / _____ / _____

Signature of Patient (or authorized person) **Relationship to Patient** **Date** (*Required*)

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ADULT PROXY FORM

Adult Proxy Authorization for Release of Medical Information

This form is an authorization that will permit Edward Hospital & Health Services to release your medical information to your designated adult proxy. Please read it carefully.

This form should be completed by the patient who is authorizing another adult to access medical information in his or her MyChart record. It must accompany the Adult Proxy Form, which provides the name and information of the individual who the patient is authorizing to access their MyChart record as a proxy. If you do not have an Adult Proxy Form, please contact your clinic, or download one from **mychart.edward.org.**

Patient Name(last, first, middle initial)_____

Last 4 Digits of Social Security Number _____ Date of Birth _____
Patient's full SSN must be on file with Edward to activate a MyChart account

I am requesting that _____ **(insert name of proxy)** receive access to my health information that is available in my Edward Hospital & Health Services MyChart Record. This person is my designated MyChart proxy. I authorize Edward Hospital & Health Services to release the health information contained in my MyChart record to my MyChart proxy. I understand that the medical information in MyChart is obtained from my electronic medical record and may include information from all Edward Hospital & Health Services facilities. I authorize release of any information contained in my MyChart medical record held by Edward Hospital & Health Services to my designated proxy.

I authorize release of this information only through my MyChart record. This form does not authorize release of my medical record to my designated proxy by other methods or in other forms.

I understand that once information has been disclosed, it potentially may be re-disclosed by the proxy and the disclosed information may not be covered by federal privacy protections.

I understand that even though I may only be a patient of DuPage Medical Group or Edward Hospital & Health Services, my health information will be shared with the other provider as both providers jointly share MyChart.

Participation in MyChart and designating a MyChart proxy is completely voluntary. I understand that I am not required to designate a MyChart proxy and I am not required to provide this authorization. I also understand that Edward Hospital & Health Services does not condition any of my health care treatment, payment or other services on whether I provide this authorization. However, I also understand that if I do not provide authorization, Edward Hospital & Health Services is not permitted to provide access to my MyChart record to my designated proxy.

This authorization will expire automatically one year from the date of my signature. I also may revoke this authorization at any time by providing a written request for revocation to my primary clinic. I understand that if I revoke this authorization, my designated proxy's access to my MyChart record will be ended. I also understand my revocation will not affect any disclosures that were made prior to processing the revocation request.

Date _____ **Primary Physician** _____

▶ **Signature of Patient (or authorized person)**_____

Printed Name_____

If person other than the patient signs, indicate authority to sign for patient (e.g., guardian) and attach documentation:

_____

NOTE: Authorization expires one year from the date of signature (above). A new MyChart Proxy Authorization Form must be submitted each year to renew proxy access. You also may deactivate the access of the adult proxy specified above at any time through MyChart or by providing a written request to your primary clinic.