

UMASS MEMORIAL HEALTH CARE

AUTHORIZATION TO ACCESS A CHILD/TEEN MYCHART RECORD

Child myChart Proxy Access to a myChart online record for child up to 18 years of age

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- UMass Memorial Medical Center
- UMass Memorial HealthAlliance-Clinton Hospital
- UMass Memorial - Marlborough Hospital
- UMass Memorial Medical Group - Location: _____

NAME: _____

BIRTHDATE/AGE: _____

SEX: _____

MEDICAL RECORD NUMBER: _____

ECD / ACCOUNT NUMBER: _____

PRINT CLEARLY IN INK OR IMPRINT WITH PATIENT'S CARD

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PATIENT INFORMATION

All Fields are Required.

Patient Name (first, last) _____

Date of Birth (mm/dd/yyyy) _____

Gender

- Male
- Female

Address (street address, city, state, zip) _____

Phone

Home: _____

Cell: _____

Does the patient have an email address?

- No
- Yes

Email: _____

Does the patient have a myChart Account? (must be at least 16 years old)

- No
- Yes

Primary Care Physician (PCP) (name) _____

PCP Location _____

myChART PROXY INFORMATION

All Fields are Required.

myChart Proxy Name (first, last) _____

Date of Birth (mm/dd/yyyy) _____

Address (street address, city, state, zip) - Only if different from Patient _____

Phone

Home: _____

Cell: _____

myChart Proxy Email Address _____

- I have read and understood the requirements for accessing the above named patient's myChart online record and agree to abide by these requirements. I certify that I am the patient/authorized representative of the child listed on this form and that all information that I have provided is correct. I hereby request access to the above named patient's myChart record.
- I understand that when the child turns the age 13, the myChart Proxy access is then limited as compared to under age 13, unless the child grants me full access, in the presence of their physician.
- This myChart Proxy access will expire on the patient's 18th birthday.

myChart Proxy Signature

Printed Name

Date

Time

FOR OFFICE USE ONLY

In my opinion, this teen is not capable of authorizing access to their myChart record. This teen will be best served by allowing the parent/authorized representative to have full access to the child's myChart record available through a myChart Proxy account.

Provider Signature

Printed Name

Pager

Date

Time

FOR OFFICE USE ONLY

In discussion with this teen (age 13-18), s/he has indicated that s/he is allowing their designated myChart Proxy to have full access to their record available through a myChart Proxy account.

Provider Signature

Printed Name

Pager

Date

Time



INFORMATION ON HOW TO ACCESS myCHART RECORDS

The UMass Memorial Health Care (UMMHC) myChart online record system allows a parent or authorized representative to view portions of a child's medical record and communicate with the child's care team. Access to the child's medical record is obtained by completing the **Authorized for Access to a Child/Teen's myChart Record** form and submitting it to the child's physician's office OR by requesting assistance at the physician's office. The level of access by the parent/authorized representative **automatically changes when the child turns 13**, from a Child to a Teen level of access. The parent/authorized representative may still view the myChart record, but access will be at a limited level, as described below, unless the teen gives permission for full access. If a teen would like a parent/authorized representative to continue with full myChart access, the teen can speak with their physician to permit access at their next office visit. Please note that the change that occurs at age 13 applies only to myChart access - a parent/authorized representative may still obtain information by contacting the physician's office.

Access to the child's record **automatically ends when the child turns 18**. If the adult child chooses to continue permitting a parent/authorized representative to have access, they must request access again by using the **Authorization to Access an Adult myChart Record** form.

ACCESS TO A CHILD/TEEN myCHART RECORD

How do I obtain access to my child's myChart record?

- myChart record access may be created during an office visit or the parent/authorized representative must complete the **Authorization to Access a Child/Teen's myChart Record** form and forward it to the child's physician's office for processing.
- Each parent/authorized representative requesting myChart record access must have an active myChart account, but does not need to be a UMMHC patient. This requires the requestor to visit the UMMHC website and create the requestor's own myChart record for the purpose of gaining myChart Proxy access.

Access to a child/teen's myChart record will always permit the parent/authorized representative to:

- View growth charts, immunizations, allergies
- Schedule appointments
- Communicate with the patient's care team on non-urgent issues
- Pay office copays, view bills

If the child is under the age of 13, the parent/authorized representative will also be able to:

- View medications
- View results
- Request appointments, view upcoming and past appointments, cancel appointments
- View school/camp forms and letters

If a teen is incapable of authorizing myChart full record access, the parent/authorized representative should discuss with the teen's physician whether full access to myChart can be authorized.

