



## **MyChart Access Request Form**

Atlas Alliance MyChart is a secure, online patient portal that connects you to parts of your health record at one or more of the following institutions of care: The Ottawa Hospital Academic Family Health Team, Hawkesbury and District General Hospital, Renfrew Victoria Hospital, St. Francis Memorial Hospital, The Ottawa Hospital and the University of Ottawa Heart Institute.

To request Proxy Access to MyChart (access to another individual's chart), please read this form carefully and complete the appropriate fields below.

### **Adult Accessing Adult**

There are 2 types of access that can be granted for MyChart:

- **Adult to Adult (patient is capable):** Competent individual aged 12 and older can grant MyChart proxy access to another competent adult.
- **Adult to Adult (patient is not capable):** Those adults whose decision-making rights are exercised by others; for example, a patient Power of Attorney can have their decision-maker request access to their health record. Legal documentation must be provided confirming that you have decision-making authority for patients who are not capable to make decisions for themselves.

### **Parent Accessing Child**

The following age ranges govern use of MyChart:

- **Ages 0-11:** The parent/legal guardian can have full access to the MyChart record upon approval of application. The patient will have access only with permission of the parent/legal guardian. The parent/legal guardian must complete sections A and B.
- **Ages 12 or older:** The patient can have full access to the MyChart record upon approval of application. Parent/Guardian will have access with permission of the patient. The patient must complete section A to get access and complete section B to give access to your legal guardian or anyone else. MyChart access will not affect your legal right to access your health record by other means. To request a paper copy of your record, contact the Health Records Department at the institutions(s) where you have received your care.
- If you're a parent, you can have full access to your child's record to age 12 and limited access to age 18. The day before the child's 18<sup>th</sup> birthday, Proxy access will be automatically removed.

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 my health care treatment or other services will not be conditional on whether I provide this authorization. However, I also understand that if I do not provide authorization, Atlas Alliance is not permitted to provide access to MyChart record to my designated proxy.

I may revoke this authorization at any time by completing the MyChart Deactivation Request Form and submitting the request for revocation to the Health Records Department at the institutions(s) where you have received care. I understand that if I revoke this authorization, my designated proxy's access to MyChart will be ended. I also understand that my revocation will not affect any disclosures that were made prior to processing the revocation request.