



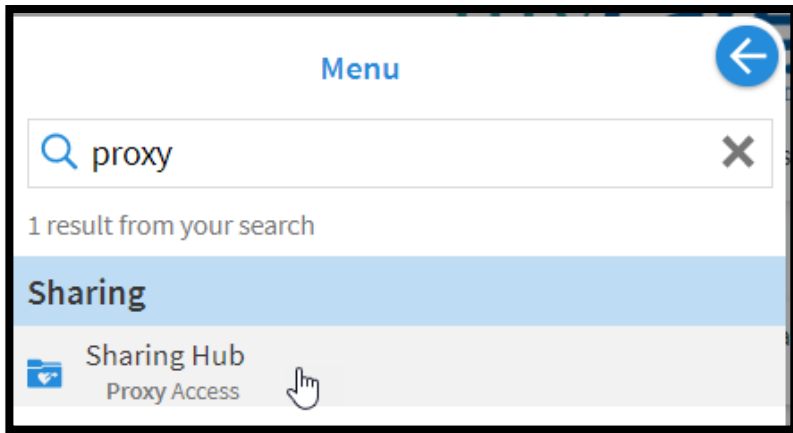
Onvida Health's Patient Portal

## MyCare Teen Proxy Access

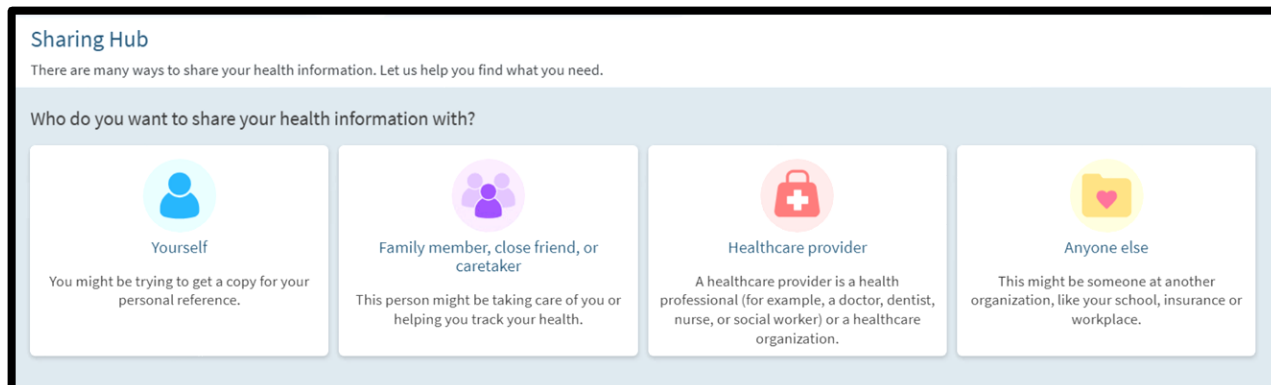
State and federal laws allow teens between the ages of 12 – 17 to consent to certain kinds of medical care, resulting in control of their own medical records. As a result, teens may establish a MyCare account and grant full or limited proxy access to an adult, family member, caretaker or guardian.

### Try it out...

1. Once you log in to your MyCare account, navigate to the **Menu** and search for **Proxy Access**. From there, select **Sharing Hub Proxy Access**.



2. On **Sharing Hub** screen you'll be given the option to choose who you would like to share your health information with.



3. If you want to share your health information with a family member, close friend, or caretaker, simply select the option of, **Manage ongoing access to your MyChart account**.

The screenshot shows the 'Sharing Hub' page. At the top, it says 'Sharing Hub' and 'There are many ways to share your health information. Let us help you find what you need.' Below this is a question: 'How do you want to share your health information with a family member, close friend, or caretaker?'. There are three options, each in a white box with a light blue border. The first option has a purple icon of two people and is titled 'Manage ongoing access to your MyChart account'. The second option has a green download icon and is titled 'Download or send a snapshot'. The third option has a yellow folder icon and is titled 'Request a formal copy'. Each option has a brief description of what it entails. At the bottom left, there is a 'Back' button.

**Sharing Hub**  
There are many ways to share your health information. Let us help you find what you need.

How do you want to share your health information with a family member, close friend, or caretaker?

**Manage ongoing access to your MyChart account**  
This person might be taking care of you or helping you track your health.

**Download or send a snapshot**  
This will contain your health summary and/or specific visit details. This is available immediately.

**Request a formal copy**  
You can request specific pieces of information, including lab images, or request everything. This request might take a few days for your healthcare organization to process.

[Back](#)

4. In the **Friends and Family Access** screen, select **Invite someone** to send an electronic invite.

The screenshot shows the 'Friends and Family Access' screen. At the top, it says 'Friends and Family Access'. Below this is the question 'Who Can See My Record?'. The answer is 'No one can see your information'. At the bottom, there is a dashed box containing a blue plus icon and the text 'Invite someone'. A hand cursor is pointing at the 'Invite someone' text.

**Friends and Family Access**


Who Can See My Record?

No one can see your information


[+ Invite someone](#)

5. **A.** Enter the name and email address of the person (proxy) you wish to invite.  
**B.** Please choose the type of access you would like to grant to your proxy. Once you have made your selection, click **Send invite**.


Invite someone to have access to your record



**1** We will email an invitation to someone you trust.



**2** From the email, they can log in to their MyCare to accept the invitation.



**3** They must verify they know you by entering your date of birth.

\* Indicates a required field.

Who are you inviting?

\* Invitee name

Where should we send this invitation?

\* Invitee email  \* Confirm invitee email

\* What kind of access would you like this person to have to your chart?

Parent Accessing Teen Limited Access Parent Accessing Teen Full Access

Send invite

\* What kind of access would you like this person to have to your chart?

Parent Accessing Teen Limited Access Parent Accessing Teen Full Access

What may this person have access to?

This type of access allows a parent to view administrative information. It does not allow them to access clinical information like test results and medications or use messaging and scheduling features.

\* What kind of access would you like this person to have to your chart?

Parent Accessing Teen Limited Access Parent Accessing Teen Full Access

What may this person have access to?

This type of access allows a parent to view administrative information, access clinical information like test results and medications, and use messaging and scheduling features.

6. The proxy will receive an email invitation that **expires after 30 days**.
  - If the proxy does not have a MyCare account, they should select **"Sign Up Now."**
  - When the 'Sign Up' form is completed and submitted, the Release of Information (928-336-7017) department will contact the proxy.



**Hello test mia, Amiga invited you to have access to their MyCare account.**

To confirm you know Amiga, click the button below to log in to your MyCare account.  
This link expires in 30 days.

ACCEPT INVITATION

Don't have a MyCare account? [Sign up now.](#)

## Revoke Proxy Access

1. To remove someone's access, simply choose the **"Revoke"** option.
2. To modify proxy access, click on the **"Edit"** option.



**Amanda Test**

Nickname:

Amanda

Access until:

10/10/2027

Edit

Revoke