

# MYCHART FAMILY ACCESS & SHARING

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An editable Word version of this document is attached at the bottom of this entry. Consider downloading a copy and customizing the content to match your organization's branding.

## Overview

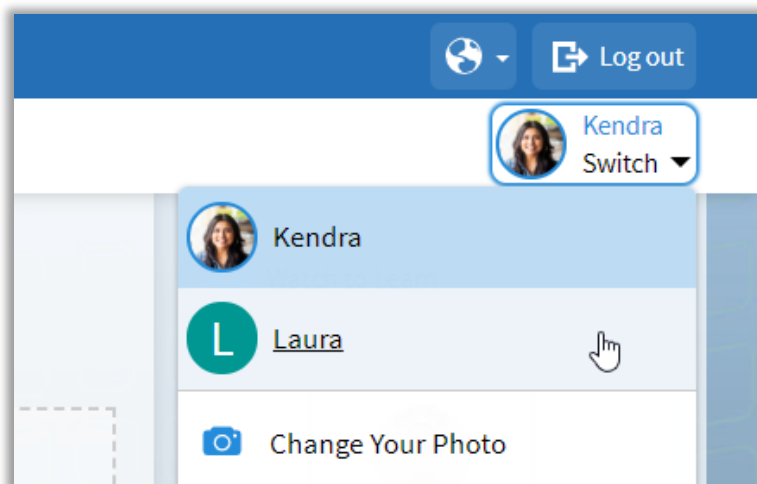
If you have access to your family members' medical records, you can view most of the information in their records in the same way that you view your own. Some things that might be particularly useful include:

- Viewing or printing your child's immunization record
- Viewing your child's growth charts
- Viewing a family member's test results

If you're a parent, you can have full access to your child's record through age 11 and limited access through age 17. This section explains how to access a family member's record and how to access growth charts and immunizations in a child's record.

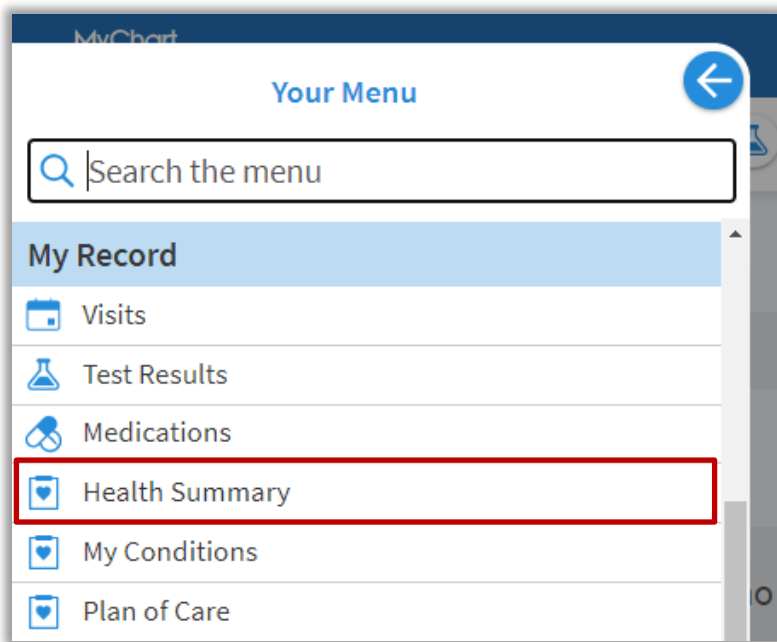
## Access a family member's record

After you've received permission, you can view other information in your family member's record by switching to their chart. From the Switch menu, select your family member's name.



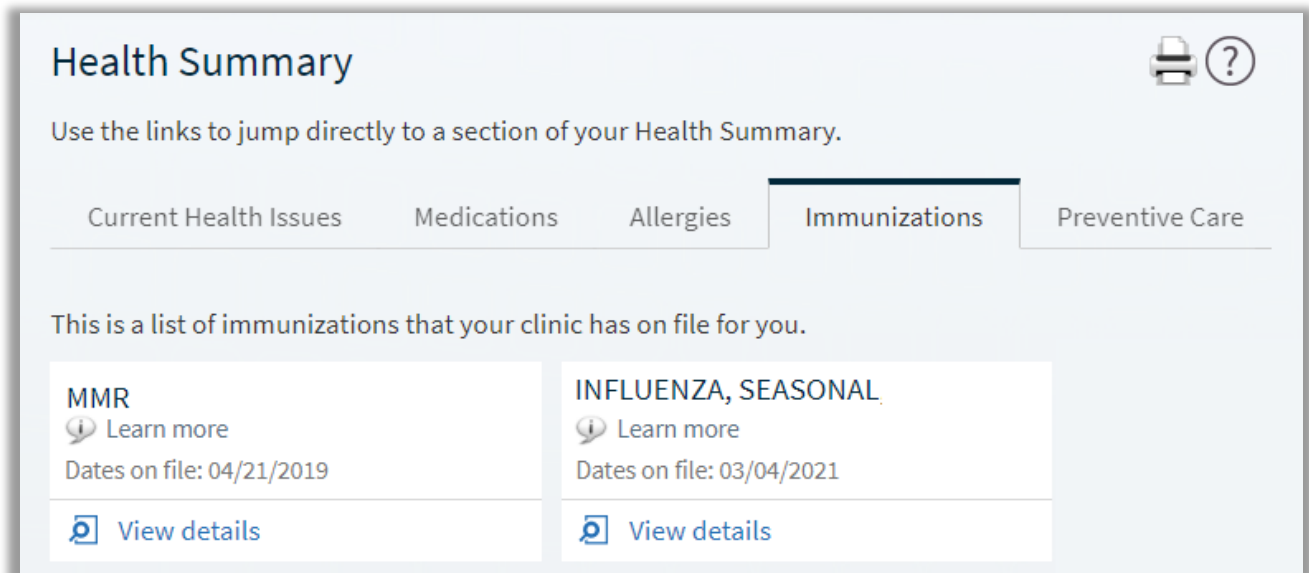
### ***Immunization records***

When you are in your child's record in MyChart, click the **Health Summary** activity from My Record section.



You can see the immunizations your child has received and the dates on which they received them.

- Click **View Details** to learn more.
- Click the **printer icon** to open a printer-friendly summary



## Growth charts

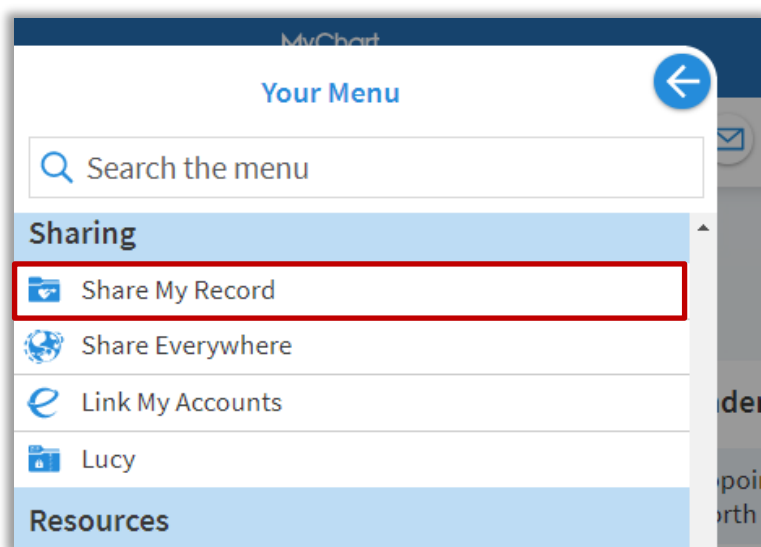
When you are in your child's record in MyChart, click the **Growth Charts** activity from My Record section.

You can customize the view of the growth chart by:

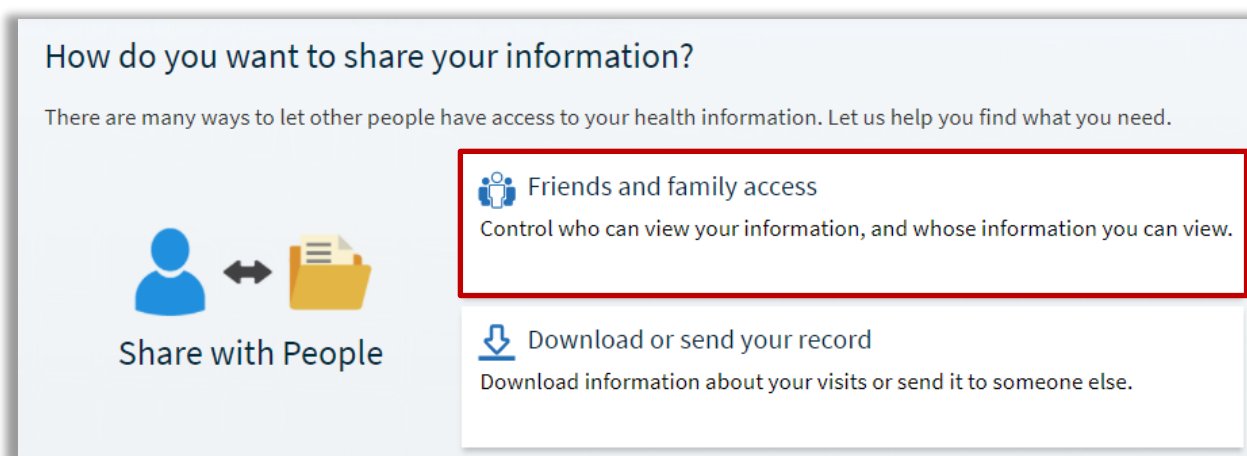
- Choosing a different **Chart Set**. For example, you can switch between growth charts provided by the Center for Disease Control (CDC) and the World Health Organization (WHO).
- Changing the **Chart Type**. For example, you can switch the view from length-for-age to weight-for-age or Body Mass Index-for-age.
- You can also view the growth chart with a different unit of measure (metric or standard) by selecting the option for that unit of measure.
- Click the **printer icon** to open a printer-friendly summary

## Invite someone else to access your record

You can grant a friend or family member to your MyChart account from the **Share My Record** activity.




Select **Friends and Family Access**.




- Click **Invite someone** to add the person's name, email, and select their level of access
- Pending invitations will appear at the top of the page
- After the person you've invited accepts the invitation, you'll receive a MyChart message to let you know, and the Pending label is removed next to that person's name on the Friends and Family Access page.
- You can return to this page at any time to **Revoke** a person's access.

### Friends and Family Access


#### Who Can See My Record?




**Christina**  
 Their access is:  
 Adult Accessing Adult   
 Invite sent to:  
 christina@email.com

Pending


Revoke

 Invite someone

#### Whose Records Can I See?



**Kendra Patient**  
 Nickname:  
 Kendra  
 This is your record.



**Laura Test Jones**  
 Nickname:  
 Laura  
 Access until:  
 10/1/2978


Revoke

## View, download, or send visit records


You can view, download, or share your record for one or more visits from the Share My Record activity by selecting **Download or send your record**.

### How do you want to share your information?


There are many ways to let other people have access to your health information. Let us help you find what you need.



Share with People



**Friends and family access**  
 Control who can view your information, and whose information you can view.



**Download or send your record**  
 Download information about your visits or send it to someone else.

Select a visit on the **Single Visit** tab or use the **Date Range** tab or **All Visits** tab to select multiple visits.

- Click **View** to view a copy of the visit summary.
- Click **Download** to save a copy of the visit summary for your records.
- Click **Send** to send a copy of your visit summary to another provider. This might be useful if you need to keep another provider, such as a specialist who works outside of your clinic, informed about your health.

### Visit Records

Select the visits you'd like to view, download, or send. You can select a single visit or multiple visits using the options below. Your Lucy Summary is also available.

Single visit

Date range

All visits

Lucy summary

From:

4/1/2021

To:

4/26/2021

Apply

Visits from 4/1/2021 to 4/26/2021 are included in this package.

OB Initial Visit with Clayton Chan, MD  
Monday April 26, 2021

Office Visit with Nonbilling P  
Tuesday April 20, 2021

Office Visit with N  
Saturday April 17, 2021

BH/MH Visits with N  
Wednesday April 14, 2021

View

Download

Send

## Download medical records you've requested

If you've requested a copy of your medical record from your healthcare organization, you can download and view it from the **Document Center**, rather than having to wait for a paper copy to arrive in the mail.

MyChart

Your Menu

docum

1 result from your search

My Record

Document Center

Click **Requested Records**.

## Document Center

Please select the option that most closely matches the information you would like.

### Visit Records

Download and send visit summaries that would be helpful for a new provider, including details such as:

- Health Issues
- Medications
- Allergies
- Immunizations
- Plan of Care

### Requested Records

Download records you specifically requested, such as:

- Legal Information
- Coordination of Care
- Government Reporting
- Worker's Comp Information
- Accounting Disclosure
- Visit and Health Summaries

### My Documents

View, download, and print documents you have on file.

### Who's Accessed My Record?

View actions of people who have accessed your record.

Locate the record you want to view and click **Download**.

- If the record is password protected, you see a message to warn you. Click **Continue Download**. Click Show Password on the Requested Records page to view the password you need to access the document.

## Requested Records

This is where your requested medical records appear for download.

### Recently Requested Documents ^

#### Requested Record

Requested Record.pdf  
Release 4.27.21  
Requested 04/27/2021

Download

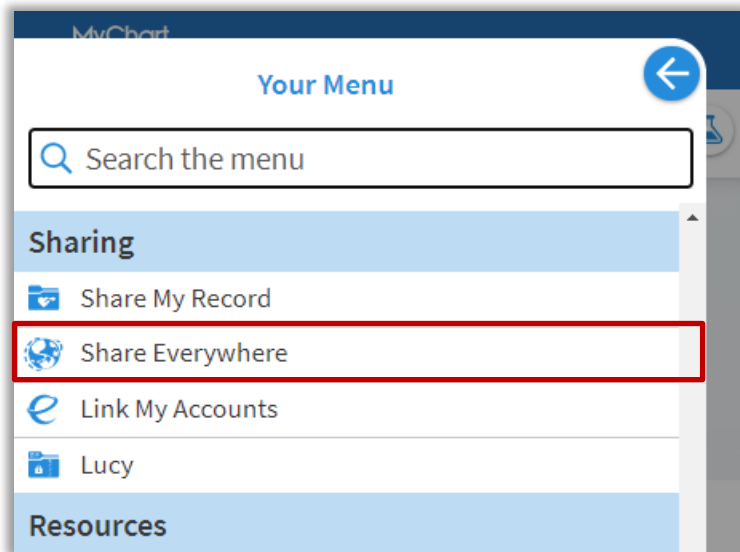
### Past Documents (0) v

To send a medical record request, please send us a customer service message.

## Share your medical information with someone else

Share Everywhere is a way for you to share your medical information with the people who are taking care of you. Using your MyChart or MyChart mobile account, you can generate a share code and provide it to the person you want to share your health data with, like a provider or school nurse.

You can request a share code from the **Share Everywhere** activity.



Enter the name of the person who will be viewing your record and click **Request share code**.



MyChart  
by Epic

MyChart

Your Menu

Visits

Messages

Test Results

Medications

Share Everywhere

Share Your Health Record Everywhere

Grant one-time, limited access to the health information you can see in MyChart, including:

Medications

Allergies

Health Issues

Immunizations

The person accessing your record will also be able to write a clinical note to your care team.

Who's accessing your record?

Name

Request share code

Tell that person to go to [www.shareeverywhere.com](http://www.shareeverywhere.com) to enter the code along with your date of birth to receive one-time, temporary access to your health information. The person who views your information can also write a note back to your health system to help keep your care team informed of the care they provided.