

**Community Health Network
MyChart
Parent/Caregiver Proxy Access Form**

Individuals age 18 or older may request proxy access to another individual's MyChart account by completing this Proxy Access Form. Such access will only be granted to individuals with parental rights or legal rights over the MyChart patient/account holder and only to the extent that the individual requesting proxy access can demonstrate the legal right to the account holder's medical information (for example, court appointed legal guardian, Appointment of Health Care Representative or Power of Attorney for Health Care). A MyChart account will be activated for both the proxy and the account holder.

In order to receive proxy access to another individual's MyChart account, you must agree to:

- Log into the MyChart system with your own MyChart ID and Password.
- Send communications on behalf of the patient from the patient's MyChart account. Responses will be received in the patient's MyChart account. MyChart email alerts will be sent to the email address entered in the email field when creating your **proxy** MyChart login.
- Immediately contact the MyChart Support Line at (317) 355-2273 and the patient's doctor's office if your relationship with the patient changes.

Proxy access to a MyChart account will be terminated upon any of the following events:

- If you have requested access to your child's MyChart account and your child turns 18 years old or advises Community Health Network of his/her emancipated status;
- If the legal relationship between you and the patient changes and you no longer have the right to view his/her medical records;
- If Community Health Network determines, in its reasonable discretion, that cause exists to terminate access;
 - If access disputes cannot be resolved;
 - If you fail to comply with the MyChart Terms and Conditions; or
 - If you request to terminate the proxy access by calling the MyChart Support Line.

I confirm that I have read the information provided on the MyChart Parent/Caregiver Proxy Access Form and agree to be bound by it.

If the individual fills out a hard copy form:

Signature

Date

Printed

Legal Authority

Please submit the Proxy Access Form and required legal documents, if any, by: **(or attach to online request form???)**

Drop off: _____

