METHODIST HOSPITALS MyChart

Adult Proxy Form

Health Information Management Department
600 Grant Street, Gary, IN 46402 | 8701 Broadway Merrillville, IN 46410
Hours: 8am-4pm Monday - Friday
Phone: (219) 738-5586 | **Fax:** (219) 738-6616

Access to Another Adult's MyChart Record

To request access to the MyChart record if an adult whose medical care you help manage, please complete this form and return it to your Methodist Hospitals Physician's office or any Methodist Hospitals Facility. The patient must sign this form and provide authorization for release of medical information by filling out the ***Adult Proxy Authorization Form****. Please note that the patient's chart will be accessed through your (the proxy's) MyChart record. Completing this form will establish a MyChart record for you and for the patient.

If patient is unable to complete the **Adult Proxy Authorization Form, please call Methodist Hospitals Medical Records: 219-738-5586.*

Your Information: (All sections required – please print clearly.)

This section should be completed by the individual requesting access to another adult's MyChart record.

Name *(last, first, middle initial)* _____

Social Security Number _____ Date of Birth _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____ Phone Number _____

Primary Physician _____

Patient's Information: (All sections required – please print clearly.)

Complete this section with information about the patient whose MyChart record you're requesting to access.

Name *(last, first, middle initial)* _____

Social Security Number: _____ Date of Birth _____

Street Address _____ City _____ State _____ Zip _____

Phone Number _____ Primary Physician _____

MyChart Terms and Agreement

- I understand that MyChart is intended as a secure online source of confidential medical information. If I share my MyChart ID and password with another person, that person may be able to view my or my child's health information, and health information about someone who has authorized me as a MyChart proxy.
- I agree that it is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way.
- I understand that MyChart contains selected, limited medical information from a patient's medical record and that MyChart does not reflect the complete contents of the medical record.
- I understand that my activities within MyChart may be tracked by computer audit and that entries I make may become part of the medical record.
- I understand that access to MyChart is provided by Methodist Hospitals, Inc. as a convenience to its patients and that Methodist Hospitals, Inc. has the right to deactivate access to MyChart at any time for any reason. I understand that use of MyChart is voluntary and I am not required to use MyChart or to authorize a MyChart proxy.
- I understand that MyChart is not intended for emergent use and that messages sent from MyChart might not be viewed or replied to until days later. I understand that for emergent issue of myself or the patient(s) that I am a proxy to that I must call 911 or visit the nearest emergency room.
- By signing below, I acknowledge that I have read and understand the MyChart Sign-Up Form and I agree to its terms.

▶ _____ / _____ / _____

Your (Proxy) Signature **Relationship to Patient** **Date** *(Required)*

I acknowledge that I have read and understand this MyChart Sign-Up form. I agree to its terms and choose to designate the person named above as my MyChart Proxy, thereby allowing them access to my MyChart medical record.

▶ _____ / _____ / _____

Signature of Patient (or authorized person) *(Required)* **Relationship to Patient** **Date** *(Required)*