



# MyChart - Child Proxy Access Form

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334-793-8111

## Access to Your Child's MyChart Record:

To sign up for access to your child's MyChart record, please **complete page 1 and sign page 4** of this Child Proxy Form and return to the office of your child's primary care provider. Please note that your child's chart will be accessed through your MyChart record. Completing this form will establish a MyChart record for you and your child.

**Parent / Guardian Information** (all sections are required unless otherwise noted - please print clearly):

Parent Name (Last, First, Middle Initial): \_\_\_\_\_  
Social Security Number (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Primary Physician: \_\_\_\_\_

Please note the following age range limitations for MyChart. These age range limitations do not affect any legal right you have to access your child's record by other means. To request a paper copy of your child's record, contact the office of your child's primary care provider.

- If your child is **age 0 to 13**: You will be granted full access to your child's MyChart record.
- If your child is **age 14 to 18**: You will be granted partial access to your child's MyChart record (e.g. appointment scheduling, immunizations).
- When your child reaches **age 19**: You will no longer have access to your child's MyChart record.

**Please provide the following information for each child.** All fields are required unless otherwise noted. If you have more than 4 children for whom you would like proxy access, please request another form from your child's physician, or make a copy of this form.

1. Child Name (Last, First, Middle Initial): \_\_\_\_\_  
SSN (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Primary physician: \_\_\_\_\_
2. Child Name (Last, First, Middle Initial): \_\_\_\_\_  
SSN (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Primary physician: \_\_\_\_\_
3. Child Name (Last, First, Middle Initial): \_\_\_\_\_  
SSN (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Primary physician: \_\_\_\_\_
4. Child Name (Last, First, Middle Initial): \_\_\_\_\_  
SSN (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Primary physician: \_\_\_\_\_

**PLEASE BE SURE TO SIGN PAGE 4 OF THIS FORM**

## My Chart Terms and Conditions

Southeast Health is pleased to offer you information via a web-based version of its computer systems called MyChart. You acknowledge and agree to abide by Southeast Health's MyChart Terms and Conditions of Use for access and use of the MyChart application. Such acknowledgement and agreement is signified by either signing these Terms and Conditions of Use below and delivering the executed copy to your Southeast Health medical provider, or by clicking "Accept" in connection with your online registration for a MyChart account. Your agreement to abide by any changes to these Terms and Conditions of Use shall be signified by your continued use of the MyChart application after such changes are implemented. It is your responsibility to check these Terms and Conditions of Use for any revisions. Southeast Health grants you a limited license to use MyChart and the services associated with the MyChart application in accordance with these Terms and Conditions of Use. This license expressly excludes, without limitation, any reproduction, duplication, sale, resale, or other commercial use of MyChart or its services. All rights not expressly granted by these Terms and Conditions of Use are reserved by Southeast Health and its third-party licensors.

### What is MyChart?

- MyChart is an internet service that allows patients to have secure web-based access to portions of their electronic medical record.
- MyChart is designed as a secure internet-based environment through which you may receive confidential medical information about yourself.
- Once you sign up for MyChart, you will create your own MyChart username, password and password recovery hint.
- Do not use MyChart to report urgent medical matters. FOR ALL URGENT MEDICAL MATTERS, CONTACT YOUR PHYSICIAN'S OFFICE, GO TO AN EMERGENCY ROOM AND/OR CALL 911. Never send any messages requiring urgent attention using MyChart. Delays can occur based upon, but not limited to, volume and availability of staff, the complexity of your condition, or technology occurrences outside of Southeast Health's control.

### Password Guidelines

- Please DO NOT SHARE your password with anyone. The individual MyChart username and password you choose when you first sign in to MyChart are the keys to protecting the confidentiality of your information.
- You are responsible for remembering your MyChart username and password and for keeping them confidential.
- The Southeast Health MyChart Support team may request your username as a form of identity verification, but the Support team will NEVER ask you for your password. If you are asked to provide your password to anyone else, do not provide it.

#### Activation Guidelines

- You MUST provide us with your email address when activating your MyChart account and keep your email address current via the Profile/Notifications link in MyChart.
- No confidential information will be sent to your email, but you will receive email notification when new information is available in your MyChart account. Although no private medical information will be sent, the notification that new medical information is available by accessing MyChart may be information that a patient would not want others to know. Thus, patients should take this into account when providing an e-mail address.
- You therefore MUST verify and update your email address via the Profile/Notifications link to ensure that you receive notification of newly released information in a timely manner.

### Communication Process

- Once you have activated your MyChart account, MyChart will become a vehicle through which you may receive important messages from your primary care physician and/or other specialists offering the MyChart service. These include selected test results and other personal medical information.
- Please be sure to check your email on a regular basis and update any changes to your email address in your MyChart account.

## MyChart User Responsibilities

By accessing or using MyChart, you agree to be bound by these Terms and Conditions of Use and Notice of Privacy Practices, at [https://www.southeasthealth.org/wp-content/uploads/Southeast-Health-Form-Privacy-Notice\\_original.pdf](https://www.southeasthealth.org/wp-content/uploads/Southeast-Health-Form-Privacy-Notice_original.pdf). It is important to review these Terms and Conditions of Use and the Notice of Privacy Practices periodically, as Southeast Health may modify these Terms and Conditions of Use and the Notice of Privacy Practices at any time, and you agree that such modifications are effective and binding immediately upon posting of the modified versions.

You agree that MyChart is a communication service offered as a convenience to Southeast Health's patients. You understand that it provides you with online access to portions of your electronic medical record and that you are solely responsible for any sharing of MyChart content that you intentionally or unintentionally communicate to others. You understand that your messages will be routed to the appropriate department as necessary for handling, and therefore employees other than your healthcare provider may be involved in addressing your request. Therefore, use of MyChart may not be appropriate if there is sensitive information that you would only wish to discuss directly with your provider.

You understand that you may receive messages, test results and other communications delivered via MyChart. Therefore, you may not receive duplicate written reports of this information. You understand that not all your medical information may appear on your MyChart and that the health information displayed in MyChart may not comprise your entire medical record. Posting of information is at the discretion of your individual physicians. Information contained in MyChart may be changed or updated without notice. Southeast Health assumes no responsibility for how you use the information you obtain from MyChart. You should consult with a physician or other health care provider regarding your own condition and how the information in MyChart applies to you. MyChart access is not a substitute for consultation with your physician.

## Prohibited Uses

You are solely responsible for any and all acts and omissions that occur under your account or password, and you agree not to engage in unacceptable use of MyChart, which includes, without limitation, use of MyChart to: (a) disseminate or transmit material that, to a reasonable person may be abusive, obscene, pornographic, defamatory, harassing, grossly offensive, vulgar, threatening or malicious; (b) disseminate, store or transmit files, graphics, software or other material that actually or potentially infringes the copyright, trademark, patent, trade secret or other intellectual property rights of any person; (c) interfere, disrupt or attempt to gain unauthorized access to other accounts on MyChart or any other computer network; (d) disseminate, store or transmit viruses, Trojan horses or any other malicious code or program; and/or (e) violate any statute, law, rule or regulation or otherwise violate the legal rights of a third person.

You can discontinue your use of MyChart at any time by contacting the IS Helpdesk at 334-793-8088. If Southeast Health determines that you have violated the Terms and Conditions of Use and/or abused the use of MyChart, Southeast Health reserves the right, at its sole discretion, to discontinue your use of MyChart. You will be notified if your access to MyChart is discontinued.

## Transmission Security

The MyChart website uses encryption software. While Southeast Health uses state-of-the-art security, no system can perfectly guard against risks of intentional intrusion or inadvertent disclosure of information. When using MyChart, information will be transmitted over a medium that is beyond the control of Southeast Health and its contractors. YOU HEREBY EXPRESSLY ASSUME THE SOLE RISK OF ANY UNAUTHORIZED DISCLOSURE OR INTENTIONAL INTRUSION, OR OF ANY DELAY, FAILURE, INTERRUPTION OR CORRUPTION OF DATA OR OTHER INFORMATION TRANSMITTED IN CONNECTION WITH THE USE OF THIS SERVICE AND AGREE THAT MYCHART IS NOT ERROR-FREE. Once the information is received by Southeast Health, your medical information will be treated as confidential and given the same protection that all other Southeast Health medical records are given.



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You agree to indemnify, defend and hold Southeast Health and its affiliates, employees, agents and personnel, harmless from any damages or claims arising out of or in any way related to your violation of these Terms and Conditions of Use or your use, access or misuse of MyChart or the information contained in it. You expressly assume the sole risk of any unauthorized access or disclosure of confidential health information pursuant to your MyChart use or misuse or your failure to secure your MyChart username and associated password.

*MyChart is a registered trademark of Epic.*

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Signature of Parent/ Authorized Person                      Relationship to Patient                      Date

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Signature of Parent/ Authorized Person                      Relationship to Patient                      Date