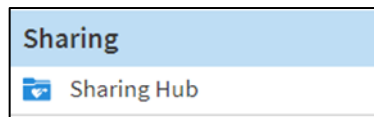


How Can I Send A Proxy Invitation?

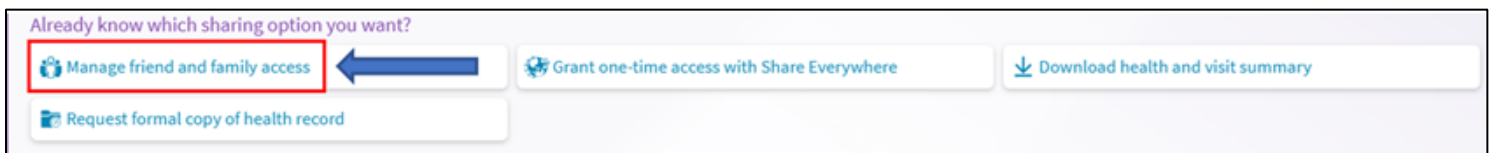
This tip sheet will review how to send a proxy invitation and how to revoke someone's proxy access to your account.

Note: The recipient of your proxy invitation must be an existing WellStar patient to accept your invitation.

1. Upon logging into your MyChart account, select **Sharing Hub** from the menu.

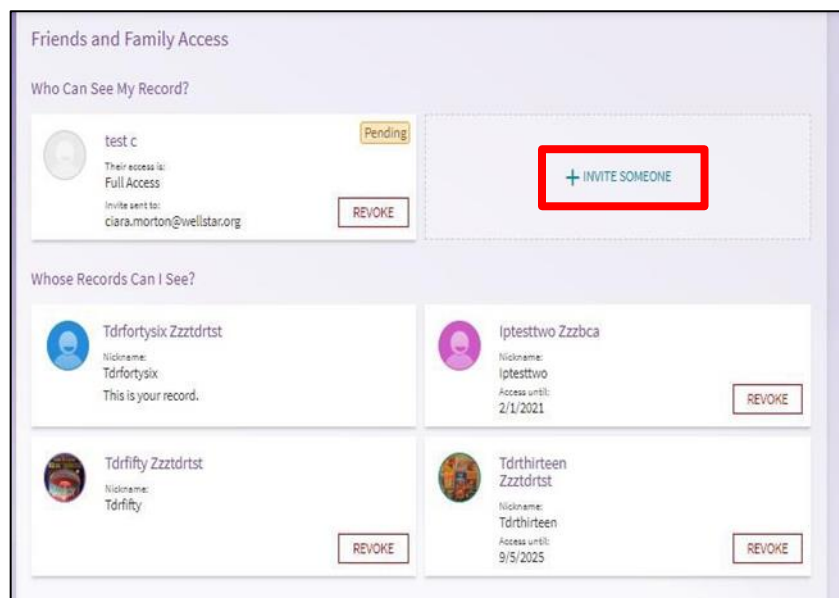


2. Select **Manage Friends and family access**.



3. Within the **Friends and Family Access** section, select **Invite Someone**.

Note: Within the Friends and Family Access screen you can review who has proxy access to your account and accounts you can access. From here, you can revoke access at any time to prevent the listed patients from accessing your MyChart account. You cannot revoke or provide proxy access to accounts you have proxy access to, only your account. To send a new proxy invitation, select **Invite Someone**



- Enter the recipient's name, email, and click 'Send Invite'. Please note: If you are sending an invitation to a person who has never been to a Wellstar facility, they will need to contact the MyChart Help Desk to request MyChart access.

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 MyChart to accept the invitation.
Please Note: If you are sending an invitation to a person who has never been to a Wellstar facility, they will need to contact the MyChart Help Desk to request MyChart access.

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

Who are you inviting?

* Name

Where should we send this invitation?

* Email * Confirm email

*By sending this invitation I authorize Wellstar Health System to grant full access of my medical record to the recipient as indicated above. I understand that the individual indicated above will have access to view my health record (e.g. labs, medications, diagnoses, progress notes, etc.) as contained within MyChart. I reserve the right to revoke (take back) this access at anytime and can do so in MyChart or by contacting the MyChart help desk at 470-644-0419.

*Teens (ages 12-17): I understand that under Georgia law I have the right to seek certain healthcare treatments without the permission of my parent or legal guardian. I also understand that I can request to have information kept confidential between me and my physician and anything that I feel needs to be kept confidential I can discuss with them.

Full Access

Send invite

Back to Friends and Family Access

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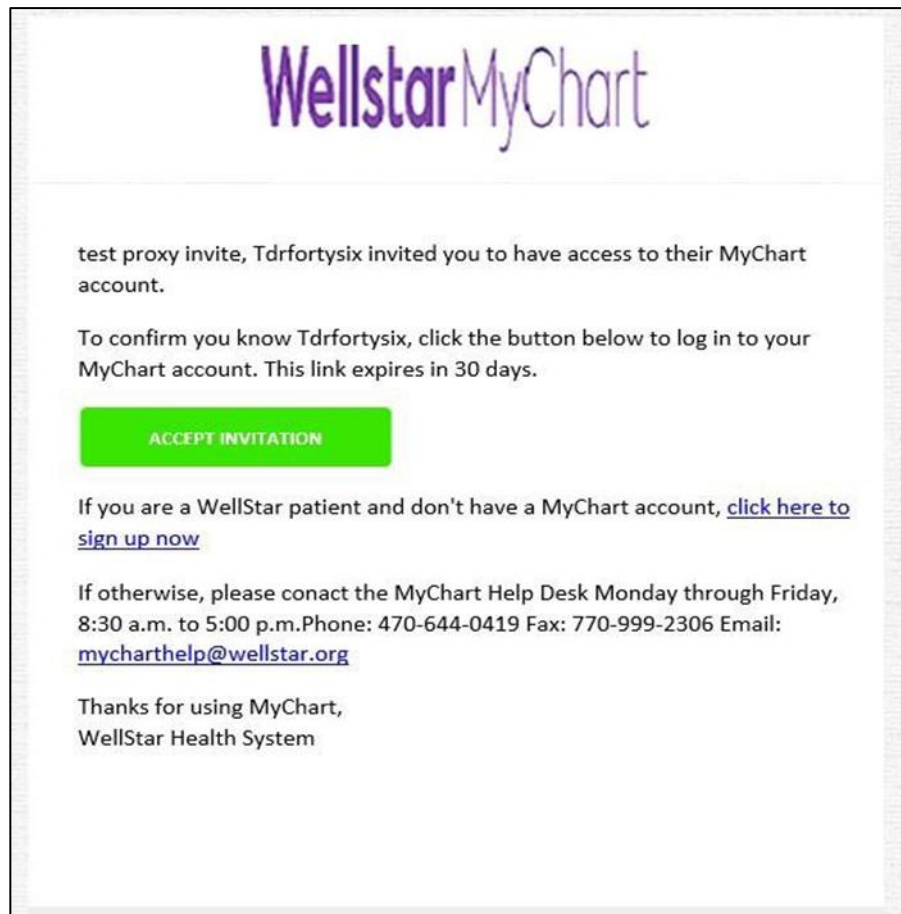
- When your invitation has been sent, it will be marked as **Pending (1)** on the Friends and Family Access screen. If for any reason you need to cancel this invitation, you can do so by clicking **Revoke (2)**. If you need to correct the email or name on the invitation, you can do so by selecting **Edit (3)** which will send a new invitation with the updated information.

Friends and Family Access

Who Can See My Record?

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-left: 10px;"> <p>Medicare D Monies</p> <p>Their access is: Full Access</p> </div> </div> <div style="text-align: right; margin-top: 5px;"> Revoke </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; align-items: center;"> <div style="margin-left: 10px;"> <p>ProxyInvite Test</p> <p>Their access is: Full Access</p> <p>invite sent to: clara.morton@wellstar.org</p> </div> </div> <div style="text-align: right; margin-top: 5px;"> 1 Pending 3 Edit 2 Revoke </div> </div>
<div style="border: 1px dashed #ccc; padding: 10px; display: inline-block;"> + INVITE SOMEONE </div>	

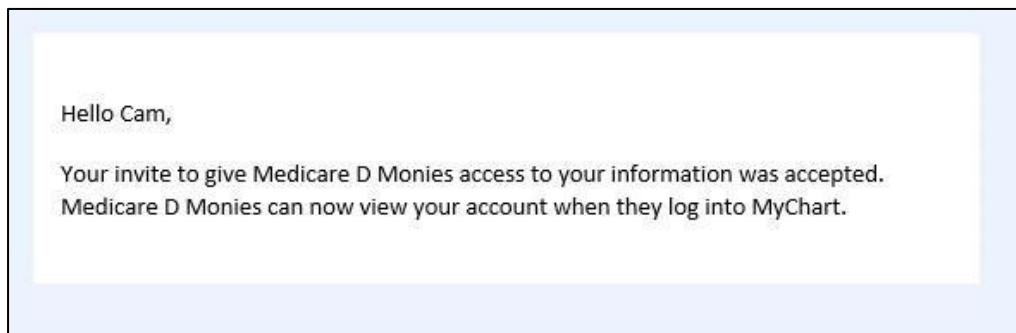
- Your recipient will receive an email to accept the invitation. If the recipient is **NOT** an existing WellStar patient, he/she will not be able to complete sign-up for a new account. He/she will need to request MyChart access from the MyChart Service Desk.



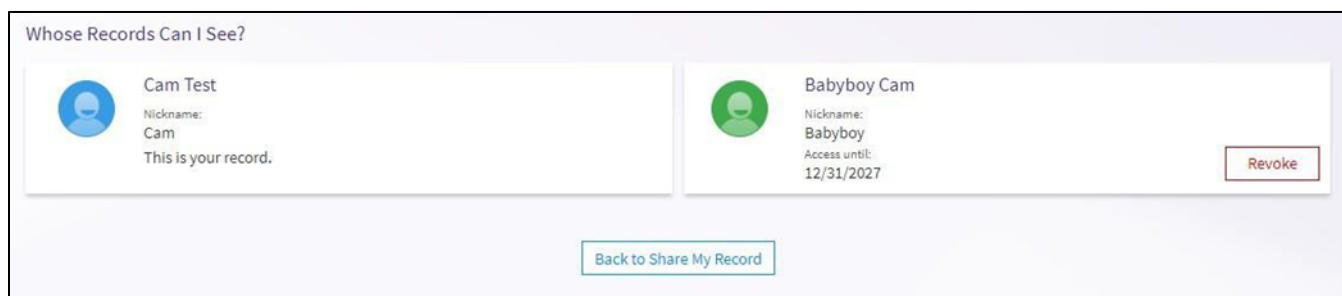
- Upon clicking the Accept Invitation link, the recipient will need to confirm they know you by entering your **date of birth** and select **Accept Invitation**



- When the invitation has been accepted, you will receive an email stating someone now has access to your MyChart account. If you have the mobile app installed on your phone, you will also receive a push notification of this change.



- Within your MyChart account, on the Friends and Family Access screen the **Whose Records Can I See?** section is updated. At any time, either of you can revoke proxy access to each other's account.



Note: Wellstar does not provide patients under the age of 12 with MyChart access. Adults who have proxy access to a patient under 12, cannot send, view or revoke proxy access via MyChart. Instead, these changes must be made in a Wellstar practice or by a Wellstar MyChart Support Coordinator with the appropriate documentation. For required documentation, please refer to our MyChart Help and Support page.

Proxy invitations give default access in MyChart based on age.

Relationship	Age	Proxy Access Given	Expires at Age
Adult to Adult	18+	Full Access (Results, scheduling, messaging etc.). This access can be granted with the Proxy Invite feature within MyChart.	Never
*Teen to Adult (Teen Plus)	12-17	This access can be granted with the Proxy Invite feature within MyChart.	

Note: If you need further assistance, please contact the MyChart Service desk hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. Phone: 470-644-0419 Fax: 770-999-2306 Email: mycharthelp@wellstar.org