

Child patient age	Parent has received care at an HHS site (has a patient record)	Parent has never received care at HHS
<p><b>Under 12 years</b></p> <p><i>Patient does not have a MyChart account</i></p>	<ol style="list-style-type: none"> <li>1. Parent creates their own MyChart account with an activation code/link from their own care team or by requesting one on the <a href="#">MyChart website</a>. During our launch period, this could take a week to receive. Your child's care team can send you a code/link at their next appointment if you give them permission to access your hospital record for this purpose.</li> <li>2. At your child's next appointment, ask the child's care team to connect parent's account to child record (or call child's care team to request).</li> </ol>	<ol style="list-style-type: none"> <li>1. Parent presents in-person to Patient Registration to have a "shell account" created. This account will not be connected to a personal hospital record, but is available in case the parent becomes an HHS patient in the future.</li> <li>2. Parent can then be sent an activation code by an HHS staff member, or can go to the MyChart website to request an activation code.</li> <li>3. At next appointment, ask the child's care team to connect parent's account to child record (or call child's care team to request).</li> </ol>
<p><b>12-15 years</b></p> <p><i>Patient may have a MyChart account</i></p> <p>If the patient has their own MyChart account, parental access is recommended but not required. Patients fill out the <a href="#">adolescent attestation form</a> to indicate parental access level.</p> <p>Patient MyChart account is not required for parental proxy access.</p>	<p><i>If child/patient has/wants their own MyChart account:</i></p> <ol style="list-style-type: none"> <li>1. Child creates their own MyChart account with activation link from care team or request one on the <a href="#">MyChart website</a>.</li> <li>2. Parent creates their own MyChart account</li> <li>3. Child can add parent as a proxy from within the child's MyChart account.</li> </ol> <p><i>OR if child/patient does not have/want their own MyChart account:</i></p> <ol style="list-style-type: none"> <li>1. Parent creates their own MyChart account</li> <li>2. Child fills out adolescent attestation form indicating parent as proxy on account (child does not need to create their own MyChart account). Child's care team or Health Records adds parent as proxy on child's record based on information in the attestation form.</li> </ol>	<p><i>If child/patient has/wants their own MyChart account:</i></p> <ol style="list-style-type: none"> <li>1. Child creates their own MyChart account with activation link from care team or request one on the <a href="#">MyChart website</a>.</li> <li>2. Parent presents in-person to Patient Registration to have a "shell account" created. This account will not be connected to a personal hospital record, but is available in case the parent becomes an HHS patient in the future.</li> <li>3. Parent can then be sent an activation code by an HHS staff member, or can go to the MyChart website to request an activation code.</li> <li>4. Child can add parent as a proxy from within the child's MyChart account.</li> </ol> <p><i>OR if child/patient does not have/want their own MyChart account:</i></p> <ol style="list-style-type: none"> <li>1. Parent creates their own MyChart account (per steps as above)</li> <li>2. Child fills out adolescent attestation form indicating parent as proxy on account (child does not need to create their own MyChart account). Child's care team or Health Records adds parent as proxy on child's record based on information in the attestation form.</li> </ol>
<p><b>16 years or older</b></p> <p><i>Patient must have their own MyChart account to grant any parental proxy access</i></p>	<ol style="list-style-type: none"> <li>1. Patient creates their own MyChart account</li> <li>2. Parent creates their own MyChart account</li> <li>3. Patient can add parent as a proxy from within their MyChart account, with choice of access level.</li> </ol>	<ol style="list-style-type: none"> <li>1. Patient creates their own MyChart account</li> <li>2. Parent creates their own MyChart account (per steps above)</li> <li>3. Patient can add parent as a proxy from within their MyChart account, with choice of access level.</li> </ol>