

# MyChart Child Proxy Request and Authorization Form

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Patient Identification

This form should be completed by a parent or legal guardian ("Proxy") who wants access to portions of his/her child's electronic protected health information ("ePHI") maintained by Ballad Health and/or its affiliated entities (the "Organization") through MyChart. The Proxy will need to show his/her photo ID.

## **CHILD (birth until 18<sup>th</sup> birthday)**

**Note: Access to MyChart features will be limited to parents of minors aged 12 - 17 due to privacy regulations and all access to child's records will cease as of the date child turns 18.**

### **Parent to Child**

Parent must:

1. Parent completes the "Child Proxy Request Form" for each child; and
2. Parent takes completed forms to clinic or health care provider with his/her photo ID. Parent submits paperwork to front desk person and shows photo ID; and
3. If Parent sees providers at our organization, Parent must ask front desk person to sign up for MyChart. Parent signs up in the office with the activation code; or takes the activation code home and creates Parent's MyChart ID and password.
4. Child's MyChart account will be attached to Parent's MyChart account when entire process is completed.
5. Parent must agree to notify Ballad Health if his/her legal right to access child's medical record is terminated by a court and to cease all access to such records.

### **Permanent Legal Guardian to Child**

Guardian must:

1. Guardian completes the "Child Proxy Request Form" for each child; and
2. Guardian brings the: a) Court Order Appointing Guardian; and b) Letters of Guardianship verifying the Guardian's status as permanent legal guardian to the clinic or health care provider for copying; and
3. Guardian takes completed forms to clinic or health care provider with his/her photo ID. Guardian submits paperwork to front desk person and shows photo ID (photo ID is not required for the child); and
4. If Guardian sees providers at our organization, Guardian must ask a front desk person to sign Guardian up for MyChart. Guardian takes activation code home and creates Guardian's MyChart ID and Password. Child's MyChart account will be attached to Guardian's MyChart account when entire process is completed.
5. Child's MyChart account will be attached to Guardian's MyChart account when entire process is completed.
6. Guardian must agree to notify Ballad Health if his/her guardianship rights are terminated and to cease all access to child's records once guardianship rights are terminated

### **Child's ("Patient's") Information:**

**Patient Information:** Please fill in the information requests in bold below.

**Patient's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Alternate Telephone Number:** \_\_\_\_\_

**Last 4 digits of Social Security Number:** \_\_\_\_\_

**Medical Record Number:** \_\_\_\_\_

