



For All Epic Users

New MyChart Proxy Access Application Document Scanning Workflow

Effective Immediately

Effective immediately, hard-copy **MyChart Proxy Access** and **Healthcare Proxy** forms should be scanned into Epic under the patient's record using the new **MyChart/Healthcare Proxy** document type. To eliminate redundancy, the **MyChart Proxy Access Form** and **Healthcare Proxy** document types have been removed from Epic. This change helps make it easier for our patients to get **MyChart** proxy access to their loved ones' accounts, especially important since COVID-19.

As a reminder, patients must complete a printed application. At this time, the form isn't available electronically, but it will be available soon through DocuSign.

Before scanning the form, verify the following are completed:

- Proxy information, including email address, phone number and date of birth.
- Patient information, including phone number and date of birth.
- Proxy applicant's relationship to patient.
- Signature of patient (if applicable) and proxy applicant.
- Legal authority paperwork when applicable.

Patients can also send completed proxy application forms by fax to 713.394.6475 or email, hmh_requestrecords@houstonmethodist.org.

For more information, review the [Proxy Access Application Workflow for MyChart](#) tip sheet.