



For SPG/PCG Front Desk Staff and Practice Managers Designating Proxy Access to Biological Parents for Minor Children

Effective Immediately

To expedite parents' access to their minor children's MyChart accounts and recent health/test records, SPG/PCG front desk staff and practice managers can now assign proxy access under select conditions.

Proxy access is the ability for MyChart users to view the MyChart accounts and health records of other patients.

A **Request Proxy Access** button is available from the [MyChart home page](#), which links to an electronic Proxy Application form. This form can be completed online and directly submitted to HIM. These are processed daily.

Front desk staff in SPG/PCG clinics and practice managers can assign proxy access only when:

- The patient is the **biological child** of the proxy applicant (the child's parent).
- The parent-child relationship is validated.
- The parent has an HM MyChart account.
- The parent must completely fill out the printed Proxy Application.
- The Proxy Application is scanned into the patient's chart or faxed to HIM (713.394.6475) to be scanned.

Do not assign proxy access if the proxy applicant is not the biological parent (e.g., stepparent, grandparent, aunt/uncle, adult sibling, etc.). The parent can complete an electronic Proxy Application or provide a printed Proxy Application that can be scanned into the patient's chart or faxed to HIM (713.394.6475) for processing.

For more information on assigning proxy access, please review the [MyChart Proxy Access Assignment Workflow tip sheet](#).

