

GUIDANCE: Accessing Your Own Records or those of a Loved One

Epic and the Epic MyChart patient portal are linked, but they are not the same program.



Epic is the legal medical record, which is owned by Houston Methodist.



MyChart is a portal intended for patient interaction, communication, and involvement in care.

IMPORTANT POINTS:

- ◇ Epic records are legal documents. HM is required to protect their integrity.
- ◇ Entries represent care related information and are made by your providers, not you.
- ◇ You are not authorized to document in your own medical record, including minor changes or corrections.
- ◇ Violations are grounds for termination.

IMPORTANT POINTS:

MyChart gives you the ability to view your medical information that resides in the Epic medical record. You may also interact with the information and your providers in many ways, including:

- ◇ Request copies or share records.
- ◇ Communicate with your doctor's office.
- ◇ Grant permission for others to view your medical records.
- ◇ Request updates to your information.
- ◇ Track your health.
- ◇ Pay bills.

Because Epic and MyChart are separate programs, different rules for access and making modifications apply.


Questions about record access?

Contact the Houston Methodist Business Practices Office




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Guidelines for Epic

	Can I view?	Can I change information?
Legitimate Business Purpose	Yes.	Yes, if it is appropriate for your job.
Your Own Epic Record	Yes.	No, you may not make changes under any circumstances.
Epic Record of a Loved One	Yes, if the " Authorization for Direct Access " form is on file <u>before</u> the access.	No, you may not make changes under any circumstances.

Guidelines for the MyChart Patient Portal

	Can I view?	Can I change information?
Your Own MyChart Portal Account	Yes.	Yes, you can submit changes, which will be sent to your doctor for review.
MyChart Portal Account of a Loved One	Yes, if the MyChart Proxy Application process has been completed.	Yes, you can submit changes, which will be sent to your loved one's doctor for review.

Accessing a Co-Worker's Record

- ◇ You may not access a co-worker's record in Epic
 - Only one exception: your co-worker is being cared for in the department where you work, and it is your job to access and make updates to that person's record because they are a patient.
- ◇ Remember, your co-workers can view and print information from their own Epic record or MyChart portal.

LINK to DIRECT ACCESS FORM (<Ctrl> + click): [Authorization for Direct Access](#)

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