

MyChart Proxy Access

As a patient, you can give proxy access to your MyChart account to family members or other caregivers. This guide outlines the process to request proxy access for:

Child's Account (0 - 11 years of age)

A parent or legal guardian can request access to their child's record but must first have their own MyChart account. This access expires when the patient turns 12.

Diminished Capacity Proxy (12 - 17 years of age)

Full proxy access can be granted to the parent or legal guardian if there is a Diminished Capacity letter on file from the patient's primary care provider.

Teen Account (12 - 17 years of age)

Patients aged 12 and older are eligible for their own MyChart account. To create their own MyChart account, teens must have their own email address or phone number on file with their patient record. To maintain confidentiality for the teen patient, a parent or guardian email or phone cannot be used in its place.

Starting February 3, 2026, teen proxies will have expanded access, including appointment details, schedule and cancel appointments, complete eCheck-in, and receive reminders about upcoming appointments. Proxies will not have access to review clinical notes, After Visit Summaries, or confidential appointments. This is an existing setting that will remain unchanged.

Adult Account (18+ years of age)

Adults can grant proxy access to other adults and may be associated with relationship types such as a spouse, aging parent, legal guardian, health care agent, or guarantor.

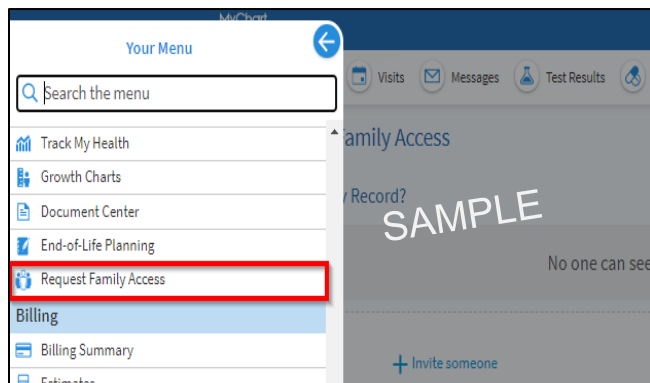
Here is an example of how it works:

Alfred is an elderly patient who recently moved in with his daughter, Ellie, who is helping him manage his healthcare. To make it easier for Ellie to help him schedule his appointments and review his medical information, Alfred wants to invite Ellie to have proxy access to his account.

1. Alfred logs into MyChart (from the website or app) and navigates to the **Sharing Hub**. He chooses the option to share with a *Family member, close friend, or caretaker*.
2. He clicks **Manage ongoing access to your MyChart account** and selects **Invite friends or family** under the *Who Can See My Record?* section. He enters Ellie's name and email address, confirms her level of access, and clicks Send Invite. Ellie's proxy invite then appears as Pending at the top of the page.
3. Ellie receives an email notifying her that Alfred has invited her to have access to his account. From this email, Ellie clicks a link that opens a page where she enters Alfred's date of birth. This confirms their relationship and she then accepts Alfred's proxy invitation.
 - a. If Ellie does not have her own MyChart account, she will click *Sign up now* to create one.
4. After Ellie accepts the invitation:
 - In Alfred's account, the Pending label is removed from Ellie's card on the Friends and Family Access page. Alfred can return to this page at any time to edit or revoke Ellie's access.
 - In Ellie's account, Alfred appears under the *Whose Records Can I See?* section on the Friends and Family Access page. Ellie can easily switch to Alfred's account to view his information in proxy context.

Requesting Proxy Access to a Family Member's Account

1. Log in to your MyChart account.
2. From the **Menu**, search for or scroll to locate and select the option to **Request Family Access**.



3. Next, choose the appropriate request type:

Request access to a minor's record.

- *If you are a parent, legal guardian, or have custodial rights, you can request full access to your child's MyChart account through 11 years of age.*
- *Beginning at age 12 through 17, the patient converts to a Teen account. Your access will show limited information, including allergies, immunizations, growth charts and your child's preventative care. Starting February 2026, the ability to see upcoming appointments, confirm or cancel appointments, receive notifications via email, text, or phone, and complete eCheck-in is also available.*

Request special access to a minor's record.

- *To gain full access to your minor's MyChart account, your child must qualify for this special access. Reasons may include, but are not limited to cognitive impairment, intellectual disability and/or developmental delay. A signed letter from your child's provider must be on file in the chart before this special access is granted.*

Request access to an adult's record.

4. If requesting access to a **minor's record**, you will complete the form to enter information about the minor whose record you are requesting. Once all required fields are complete, click **Submit Request**.
 - a. Proxy access requests will be reviewed and granted 3-4 business days after the form is submitted.

- If requesting access to another **adult's record**, a two-page MyChart Authorization form will display. **Print the form and fill in the required information. Return the completed form via email, fax, or in person.**



MyChart
Adult Proxy Authorization for Release of Medical Information

This form is an authorization that will permit CentraCare and Affiliates to release your medical information, by means of patient portal, to your designated adult proxy. This form does not authorize release of my medical record to my designated proxy by other methods or in other forms. Please read it carefully.

This form should be completed by the patient or their legal guardian/representative who is authorizing another adult to access medical information in his or her MyChart record.

Return completed form to:
 CentraCare - Plaza Hill
 1900 CentraCare Cir
 St. Cloud, MN 56303

Or: Fax to (320) 650-8788
 Email to mychart@centracare.com

Patient Account You Are Granting Portal Access To

Name (last, first, middle initial): _____
 Date of Birth: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 E-mail Address: _____ Phone: _____

Individual That Will be Receiving This Access (Access may only be given to an adult)

Name (last, first, middle initial): _____
 Date of Birth: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 E-mail Address: _____ Phone: Number: _____
 Relationship to Patient: _____

I, the patient or the patient's legal guardian/representative, am requesting the above individual to be a designated MyChart proxy to the patient's CentraCare and Affiliates MyChart Record.

I understand:

Medical Information

- The medical information in MyChart is obtained from the patient's electronic medical record.
- The medical information may include substance use or other sensitive documentation.
- Once the information has been disclosed, it may be re-disclosed by the proxy and the disclosed information may not be covered by federal privacy protections.

MyChart Participation

- Participation in MyChart and designating a proxy is completely voluntary.
- The patient or their parent/legal guardian is not required to designate a MyChart proxy and are not required to provide this authorization.
- CentraCare and Affiliates do not base any of the patient's health care treatment, payment or other services on whether the patient or parent/legal guardian provide this authorization.
- If I do not provide this authorization, CentraCare and Affiliates are not permitted to provide access to the patient's MyChart record to the designated proxy.

Proxy Revocation

- The patient or parent/legal guardian may revoke this authorization at any time by providing a written request for revocation to CentraCare, Health Information Department.
- If the patient or parent/legal guardian revoke this authorization, the designated proxy's access to the patient's MyChart record will be terminated.
- The patient or parent/legal guardian's revocation will not affect any disclosures that were made prior to processing the revocation request.

I authorize CentraCare and Affiliates to release the health information contained in the patient's MyChart record to the designated MyChart proxy.

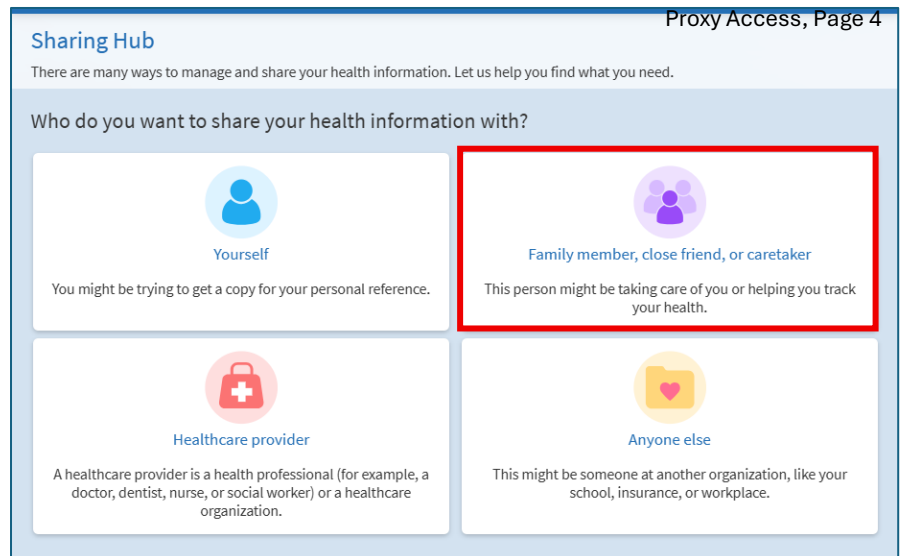
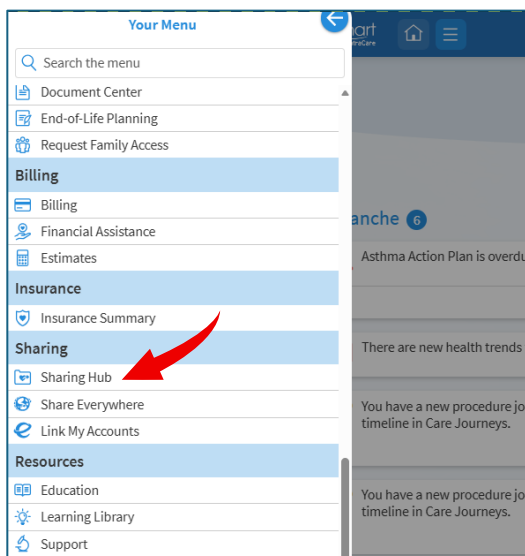
Date: _____
 Signature of Patient (or authorized person): _____
 Printed Name: _____

If a person other than the patient signs, indicate authority to sign for patient (e.g., guardian) and attach documentation:

- The CentraCare Health Information Department will review and process the proxy access request.


Granting Proxy Access (Adult to Adult)

- Log in to your MyChart account.
- From the **Menu**, search for or scroll to locate and select the **Sharing Hub**. Next, click the **Family member, close friend, or caretaker** option.




3. To allow ongoing access to your account, click **Manage ongoing access to your MyChart account**.

How do you want to share your health information with a family member, close friend, or caretaker?




Manage ongoing access to your MyChart account

This person might be taking care of you or helping you track your health.



Download or send a snapshot

This will contain your health summary and/or specific visit details. This is available immediately.



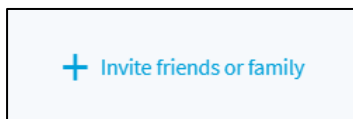
Request a formal copy

You can request specific pieces of information, including lab images, or request everything. This request might take a few days for your healthcare organization to process.

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SAMPLE

4. Click the option **+ Invite friends or family** button.




5. Complete the **Invite Someone to Have Access to Your Record** screen, entering their name, email address, and selecting the appropriate type of access.


Invite someone to have access to your record



1 We will email an invitation to someone you trust.



2 From the email, they can log in to their MyChart to accept the invitation.



3 They must verify they know you by entering your date of birth.

*Indicates a required field.

Who are you inviting?

Where should we send this invitation?

***What kind of access would you like this person to have to your chart?**

[View Terms and Conditions](#) ▾

I agree to the Terms and Conditions

SAMPLE

6. After reading the disclaimer, check the **I agree to the Terms and Conditions** box and click **Send Invite**.
7. The proxy invitee will receive an email message. *NOTE: If the proxy invitee does not have a MyChart account, a Sign-Up link will be included in the invitation email.*

Reviewing and Updating Proxy Access

1. Log in to your MyChart account.
2. From the **Menu**, search for or scroll to locate and select the **Sharing Hub** option.
3. Click the share with **A family member, close friend, or caretaker** option and then the **Give ongoing access to your MyChart account** option.
4. Here you will see all pending and established proxy access accounts.
5. To remove access, select the proxy and click the **Remove** button to remove proxy access permission(s). For pending access requests, click **Cancel**.

