

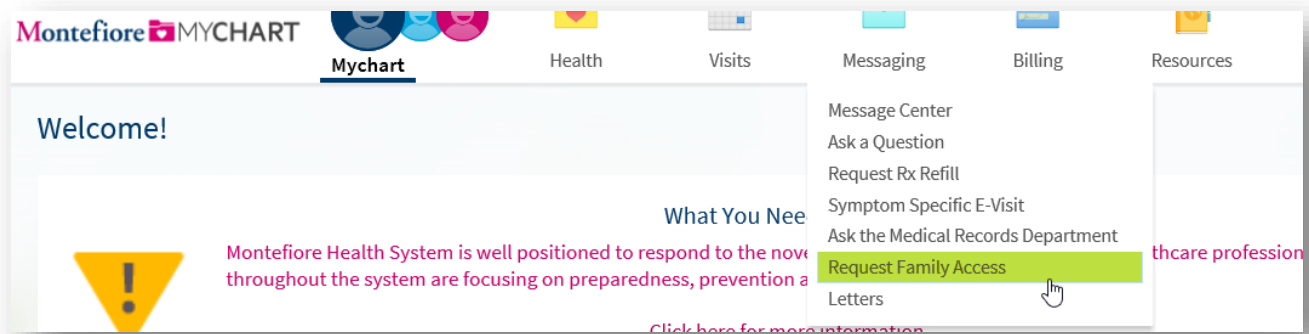
DOING MORE TO HELP YOU MANAGE YOUR HEALTHCARE

## Request Access to A Minor's Record

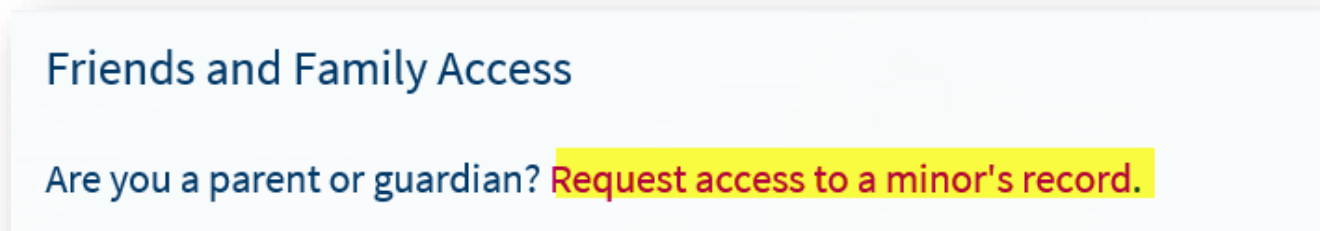
You can now request proxy access to your child's chart via MyChart.

### Website Instructions:

1. Log in to MyChart. Click on "Request Family Access" in the Messaging Section as highlighted below.



2. Your screen will look like this. Click on "Request Access to a Minor's Record" as highlighted below.




**3. The proxy form will open. Read all the information on the screen. Fill in the Name, DOB, Address of the minor you are requesting proxy access for (all fields are required to submit the form).**

Montefiore MyChart Child Proxy Authorization Form

**to be Completed by Parent or Legal Guardian**

Please provide the following information for your child. All fields are required.

Patient Name: (last, first, middle initial)

Patient Date of Birth:  


**Patient Address: (if different from yours)**

Street Address:

City:

State:

Zip Code:

Relationship to Patient:  

If other, please specify:

**4. Scroll down and carefully read all the Terms and Conditions. Accept the Terms and Conditions as highlighted below. At the bottom of the screen click on “Submit Request” as highlighted below to submit the form.**

• I understand that my use of Montefiore MyChart is voluntary and my proxy access can be revoked by the patient at any time to Montefiore Health System.

I acknowledge that I have read, understand, and agree to the terms contained within this Montefiore MyChart Child Proxy Authorization Form.

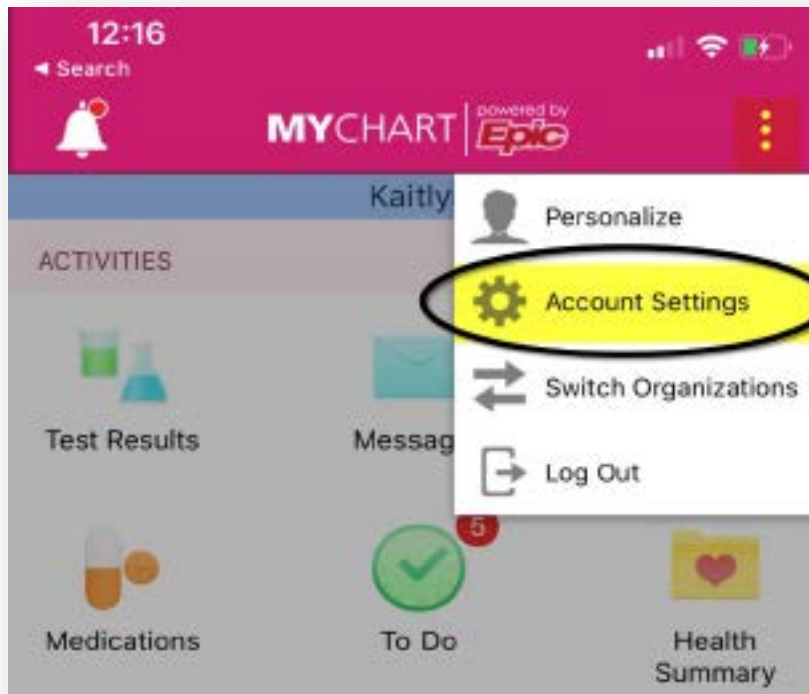
Please allow 48-72 hours for our staff to process this request. They will contact you by MyChart message with any follow-up.

SUBMIT REQUEST

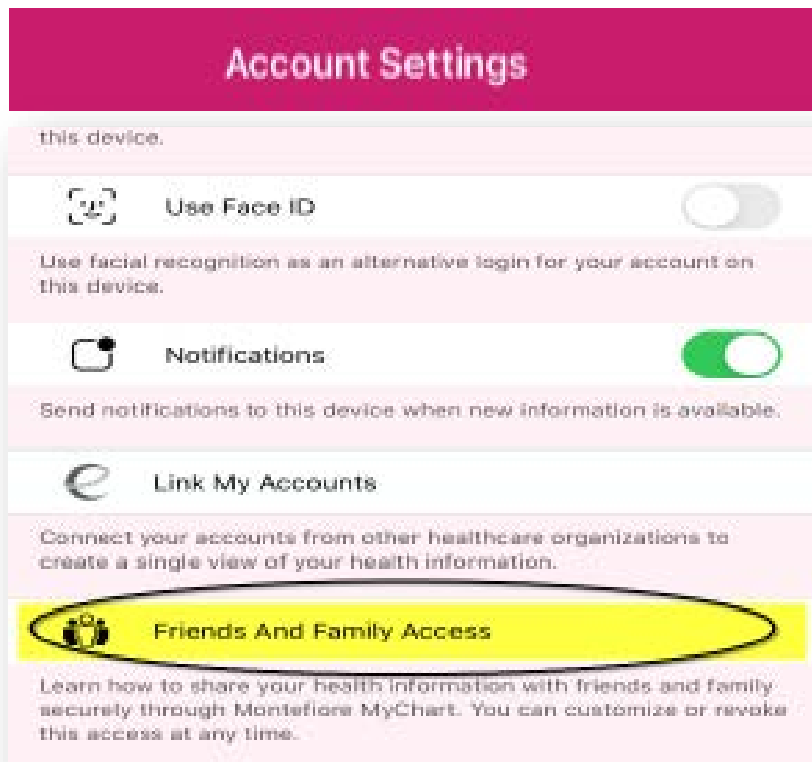
**5. Your request has been submitted. Allow 48-72 hours to process the request. You will receive a MyChart message once the request has been processed.**

## Mobile Instructions:

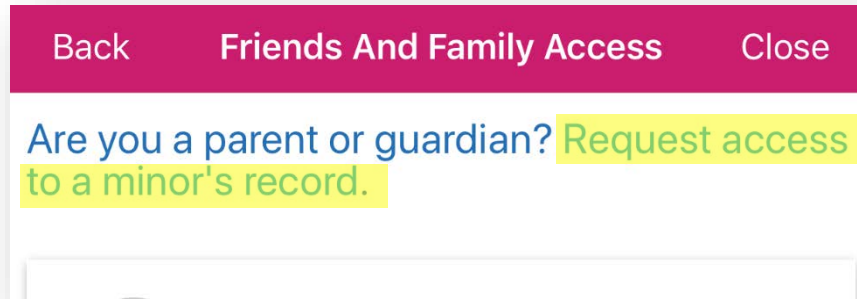
1. Log into your Montefiore MyChart Mobile App. Open the Menu by clicking on the three dots as highlighted below. Then click on “Account Settings” as highlighted below.



2. Your screen will look like this. Click on the “Friends and Family Access” button as highlighted below to access the proxy form.



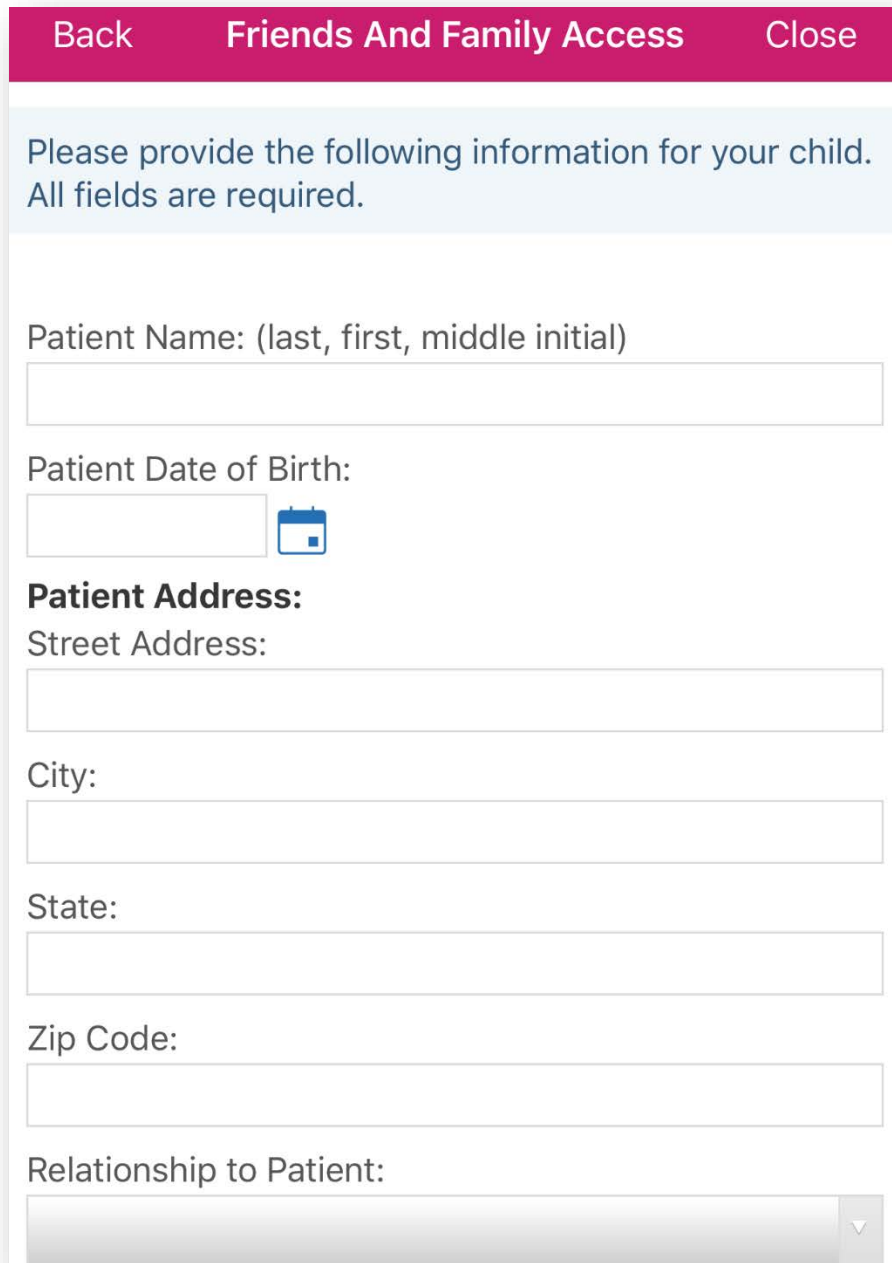
3. Your screen will look like this. Click on “Request access to a minor’s record” as highlighted.



Back Friends And Family Access Close

Are you a parent or guardian? **Request access to a minor's record.**


4. The proxy form will open. Read all the information on the screen. Fill in the Name, DOB, Address of the minor you are requesting proxy access for (all fields are required to submit the form).



Back Friends And Family Access Close

Please provide the following information for your child.  
All fields are required.

Patient Name: (last, first, middle initial)

Patient Date of Birth:  
 

**Patient Address:**  
Street Address:

City:

State:

Zip Code:

Relationship to Patient:

5. Scroll down and carefully read all the Terms and Conditions. Accept the Terms and Conditions as highlighted below. At the bottom of the screen click on “Submit Request” as highlighted below to submit the form.

I acknowledge that I have read, understand, and agree to the terms contained within this Montefiore MyChart Child Proxy Authorization Form.

Please allow 48-72 hours for our staff to process this request. They will contact you by MyChart message with any follow-up.

**SUBMIT REQUEST**

6. Your request has been submitted. Allow 48-72 hours to process the request. You will receive a MyChart message once the request has been processed.

**If you have any questions, please call the MyChart Helpdesk**

**Montefiore Medical Center: 1-855-226-3070**

**White Plains: 1-855-226-3072**

**Scarsdale Medical Group: 1-855-226-3069**