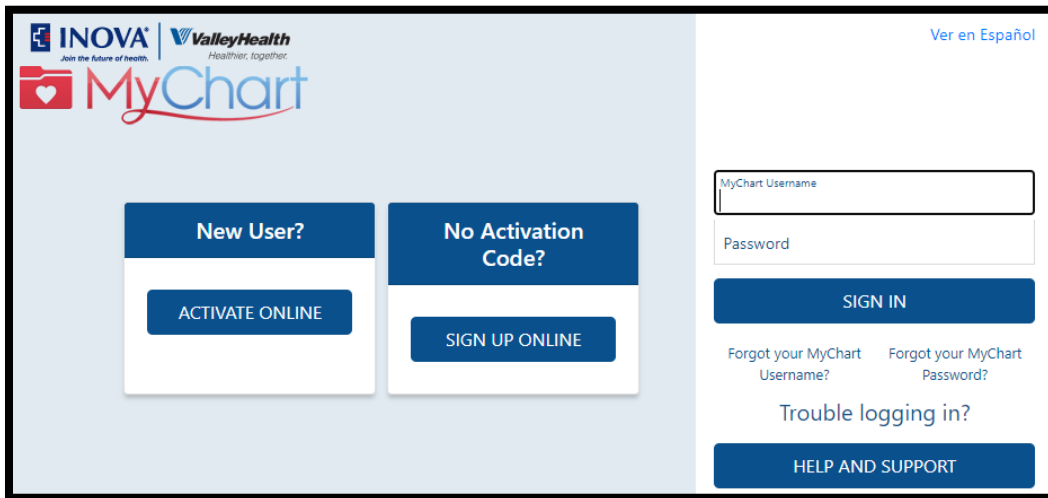
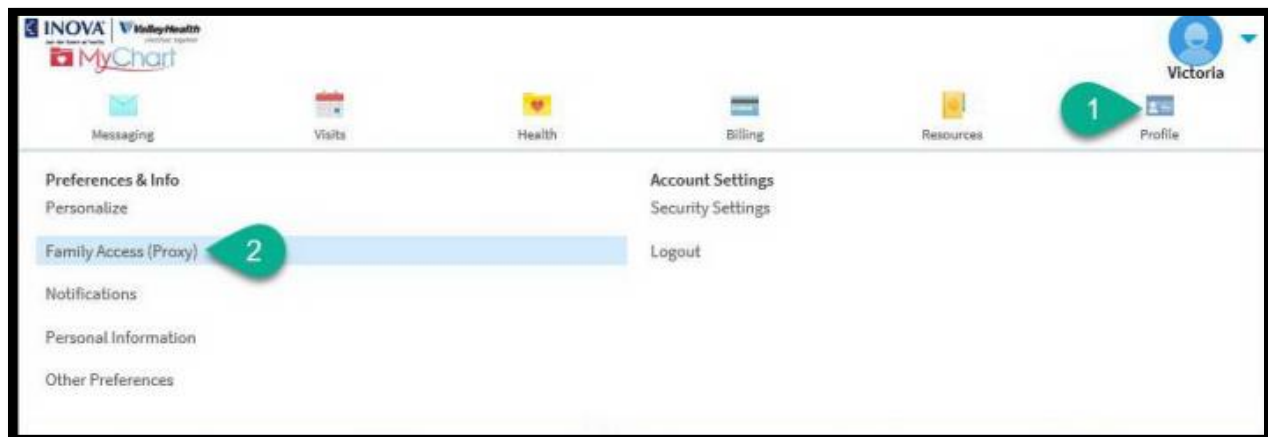


MyChart Proxy Access for Children Age 0-13

1. Log in to your Inova/ValleyHealth MyChart account from a computer at <https://mychart.inova.org/mychart>
 - a. Requesting proxy access is not available via the MyChart mobile application



2. Within MyChart, click on "Profile" and then click on "Family Access(Proxy)"



3. Click on "Request Access to Your Minor's Record from Inova"



4. Complete the Minor's and Parent/Guardian Information

Request to Access a Minor's Record at Inova (Under 12)

Minor's Information:

First Name:

Middle Name/Initial:

Last Name:

Date of Birth:

Sex:

Medical Record Number:

Please enter the child's exact Medical Record Number.

Parent/Guardian Information:

Your First Name:

Your Middle Name/Initial:

Your Last Name:

Your Date of Birth:

Your Address:

Your City:

Your State:

Please enter your state's initials.

Your Zip Code:

Your contact phone:

Please enter your 10 digit number with the area code.

Your E-Mail Address:

Relationship to minor:

- a. Review Terms & Agreement
- b. Click Accept
- c. Click Submit Request
 - i. It will typically take 72 business hours for this access to be approved.

Terms and Agreement:

I am an authorized to manage the medical care of the above patient because:

- I am the patient's parent, and the patient is less than 12 years of age.
- I am the court-appointed guardian of the patient (please provide documentation) and the patient is less than 12 years old.

I understand that MyChart is intended as a secure online source of confidential medical information. If were to I share my MyChart ID and password with another person, that person may be able to view my or my child's health information, as well as the health information of anyone who may have authorized me as a MyChart proxy. I understand that the sharing of my MyChart ID and password is strongly discouraged as it may compromise personal medical information. Inova/Valley Health are not liable for breach of privacy that may result from such sharing.

I agree that it is my responsibility to select a confidential password, to maintain my password in a secure manner, and to change my password if I believe it may have been compromised in any way.

I understand that MyChart contains selected, limited medical information from a patient's medical record and that MyChart does not reflect the complete contents of the medical record. I also understand that a paper copy of a patient's medical record may be requested from Health Information Management (Medical Records Department).

I understand that my activities within MyChart may be tracked by computer audit and that entries I make may become part of the patient's medical record.

I understand that access to MyChart is provided by Inova/Valley Health as a convenience to their patients and that Inova/Valley Health have the right to deactivate access to MyChart at any time for any reason. I understand that use of MyChart is voluntary and I am not required to use MyChart or to authorize a MyChart proxy.

Please review the following items and click the 'ACCEPT' below to confirm you acknowledge and agree with these statements:

- I have read and understand this MyChart Sign-Up Form and the MyChart Terms and Conditions.
- I certify that I have legal right to the minor's medical information and I agree to all terms.

ACCEPT

SUBMIT REQUEST

5. After the 72 hour period, log in to your (the parent) MyChart account as normal and you should see the child's account next to your name
 - a. The secondary bubble, which is green in this case, is representative of proxy access. This will appear for each child you have proxy access to (so long as the full process has been completed).



Experiencing Technical Difficulties? Call Inova for help with MyChart: 855-694-6682