

Patient Portal Proxy Access & Authorization for Minor Patient (age 13–17 years)

Health Information Management

A patient portal proxy is a person who is given authorized access to another patient's online health portal account. They can log into this account and manage certain parts of a patient's healthcare information digitally.

Instructions on how to share access to your patient portal with another person:

1. You will **not** need to fill out this form. If you are unable to complete these steps, please see instructions below.
2. If you are not enrolled in the patient portal, give your own email address (not a parent or guardian's) to your doctor's office in person. You will then receive an enrollment email to set up your portal login.
3. Sign into your patient portal account.
4. Click on the Account Options down arrow.
5. Select Share My Portal.
6. Under Shared Access, select "Create Invitation." Complete the steps to send an email invitation to your proxy.
7. Once your proxy receives and accepts the invitation, they will have access to view your health information within the patient portal.
8. You can remove their access anytime. Follows steps 1–4, then find the person's name, select the Edit box, then select Remove Shared Access.

Once you grant another person proxy access, your patient portal account will be found under the Account Options tab of their patient portal.