Request Proxy Access for Another Patient

Parents and caregivers can access and manage their loved one's personal and family health information online via MyChart. Onsite staff can grant proxy access immediately during a visit. If the proxy is offsite when signing up, they can request proxy access through the Proxy Request Form questionnaire in MyChart if the patient is:

- Younger than 18 years old
- Deceased
- Incapacitated because of a physical or mental disability

Once proxy access is requested in this way, it will be processed by the help desk in approximately 3 days. If the proxy needs immediate access, call 800-318-4246. If the proxy does not have a MyChart yet, they will need to complete the Sign Up for MyChart steps on page 2.

If the proxy or another adult patient are trying to give an adult access to their medical or scheduling information, they must use the Sharing Hub activity in their MyChart. For more information regarding proxy access or the required forms, please review our [MyChart Proxy Access](#) website.

Request Proxy Access to Another Patient’s Record

1. On the MyChart homepage, click **Your Menu** in the left corner and search for ‘Proxy Request’.

2. Click on the **Proxy Requests** Questionnaire.

3. Answer the questionnaire accordingly. Depending on the proxy relationship, you may get differing questions. For some proxy requests, you will be asked to upload consent forms. Ask your doctor for the consent forms.

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1. Open the JHM MyChart webpage:  
https://mychart.hopkinsmedicine.org/MyChart/signup

OR

Scan this QR code from any mobile device:

2. Fill in all the demographic questions. A * means they are required.

3. Click Next. You will then answer question to verify the identity of the parent/proxy (via Lexis-Nexis).

4. On the next screen, you will create a user name and password. Then click Next.

5. You will then see a screen where you need to validate the parent/proxy email address and click Sign In.