MyChart Sharing

Santa Rosa COMMUNITY HEALTH

Grant Access to a Friend or Family Member

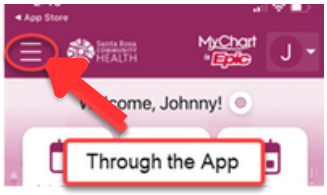
Invite someone to access your record in MyChart. You can grant a friend or family member access to your MyChart account from **Menu → Sharing → Sharing Hub** online or through the app. This will grant access to your medical health information and allow messaging to providers.

Adults without a MyChart account, who are unable to grant access themselves and have a power of attorney on file, should visit our office in person to set up the appropriate access.

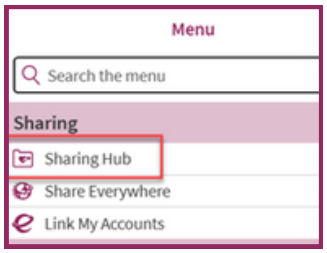
After logging into MyChart through your own log in, follow the steps below to grant access.

1 Click on the **Menu**

If using the MyChart App, the Menu will be accessed through the three lines on the top left.



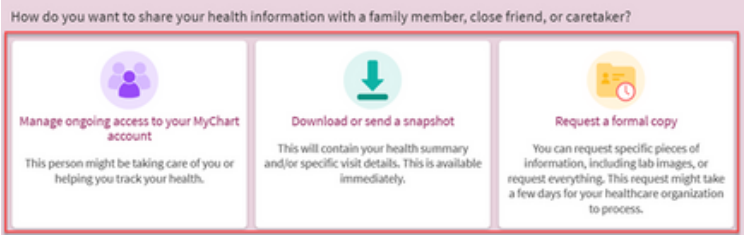
2 From the menu, scroll down to find **Sharing Hub**.



3 **Select** whom you would like to share your chart with.

Yourself	Family member, close friend, or caretaker	Healthcare provider	*Anyone else*
You might be trying to get a copy for your personal reference	*This person might be taking care of you or helping you track your health*	*A health professional (for example, doctor, dentist, nurse, social worker) or healthcare organization*	*A health professional (for example, doctor, dentist, nurse, social worker) or healthcare organization*

4 Decide how you want the information to be shared. (**For MyChart** - Select "Manage ongoing access to your MyChart account." This will allow the person to create **their own MyChart** account with access to your information.



5 **For managing ongoing access to your MyChart account** - invite family or friends:

- Enter the name of who you're inviting
- Enter and confirm their email address
- Select the type of access - A description of the type of access they will have should appear
- Click the arrow to read **Terms and Conditions** then click the box to Agree
- Select **Send invite**.

Once they receive the invite by email, they will need to verify they know you by entering your date of birth.