

MyChart Proxy Sign Up

Welcome to MyChart Proxy Sign Up

MyChart Proxy access allows a parent or legal guardian to manage a MyChart account for a child under the age of 18.

This type of access allows the proxy to view the child's medical records, message the clinical staff, engage in a video appointment with the physician, and more!

Please use this guide to take the necessary steps to register to become a proxy for your child. Registration can be done on smart phones, tablets, and personal computers.

WARNING: If you receive a link for activation, complete as soon as possible, as the link is only active for **24 hours**.

Health Information Management

utmychartproxy@uthscsa.edu

210-450-9760

Step 1: Access the Under 18 Proxy Electronic Form

The **Under 18 Proxy E-Form** can be found on the UT Health website, www.uthealthcare.org/mychart. This e-form should be completed by the parent or legal guardian who is requesting proxy access for the child.

The screenshot shows the UT Health San Antonio Physicians website. The header includes the logo and navigation links like 'Patient Links', 'Search', and 'Contact Us'. The main content area is titled 'What is MyChart?' and contains several paragraphs of text explaining the service. A 'MyChart Login' button is visible. Below the text, there is a 'Resources' section with a link for 'Under 18 Proxy Form' highlighted by a red box and a red arrow pointing to it. Other links in the Resources section include 'Video Visit Instructions'.

In the **Resources** section, click **Under 18 Proxy E-Form**, which will direct you to an electronic version of the form. A QR code has also been created for easy access to the electronic form.



Step 2: Complete the Under 18 Proxy E-Form

1. Select your preferred language.
2. Complete all the fields in the Patient Information (Child) section.
 - A. In the **Patient Information** field, add the **Name and Date of Birth of the Child**.
 - B. Add the Patient (Child) Address.

1 Please select your preferred language / Por favor, elija su idioma preferido *
 English español

Patient Information (Child)

2 **A**

Patient Name (Child) *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Patient Date of Birth *		
First Name	Middle Name (optional)	Last Name	Suffix (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>

B

Patient Address *

Address Line 1

Address Line 2

City State ZIP Code

3. Complete all the fields in the Parent / Legal Guardian (Proxy) section.

Parent/Legal Guardian (Proxy)

Parent/Legal Guardian (Proxy) *

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Parent/Legal Guardian (Proxy) Date of Birth *		
First Name	Middle Name (optional)	Last Name	Suffix (optional)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parent/Legal Guardian (Proxy) last 4 of your SSN *

Parent/Legal Guardian (Proxy) Email *

Parent/Legal Guardian (Proxy) Phone *

Parent/Legal Guardian (Proxy) Address *

Address Line 1

Address Line 2

City State ZIP Code

4. Select your relationship with the child. **Please note that it is important to select the appropriate legal relationship you have with the child.** Use the following guidelines to determine which relationship best describes you and the child:

My Relationship to the Child is as follows *

Parent Custodial Parent Non-Custodial Parent Permanent Legal Guardian

- **Parent:** The lawful or natural mother or father of a child.
- **Custodial Parent:** The parent that has primary physical custody of a child in the event of a divorce.
- **Non-Custodial Parent:** The parent that does not have primary physical custody of a child in the event of a divorce.
- **Permanent Legal Guardian:** The person who has been court appointed to care for the child.

If you select Custodial Parent, Non-Custodial Parent, or Permanent Legal Guardian you will receive a pop up to upload legal documentation as shown below.

Must attach a copy of the legal documents appointing custody, guardianship or medical power of attorney to verify the proxy's relationship to the Child.

Attach Documents *

No File Chosen

5. Parents/guardians requesting proxy access are required to provide:
- a. A **valid photo ID** that belongs to the parent or guardian to serve as proxy.
 - b. To submit your ID, click on to upload the documents.

I acknowledge and agree that:

- I will comply with the terms and conditions on the MyChart web page and this document. If I am the permanent legal guardian for this patient, I have the proper documentation that authorizes this, thereby allowing me access to his/her protected health information through MyChart.
- When my legal authority to act on behalf of the patient has been inactivated, revoked, terminated or expired, I must immediately notify this institution in writing of the revocation, termination or expiration and mail to: UT Medicine of San Antonio, HealthInformation Management Department, 8300 Floyd Curl Drive - MC 8308, San Antonio, Texas 78229.
- I understand that MyChart is intended as a secure online source of confidential medical information. If I share my MyChart ID and password with another person, that person may be able to view my child's health information as a MyChart Proxy.
- 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 confidentiality may have been compromised in any way.
- I understand that it is my responsibility to ensure that my e-mail address is current at all times, and that if my email address is not current, I will not receive important messages from MyChart.
- I understand that MyChart contains selected, limited medical information and that MyChart does not reflect the complete contents of the electronic medical record, I also understand that a copy of my child's electronic medical record may be requested from The Health Information Management Department.
- For a child age 0-17 years, I will be granted full access to my child's MyChart record.
- On the child's 18th birthday, I will no longer have access to my child's MyChart record.
- I have completed the MyChart Authorization for Use or Disclosure of Electronic Protected Health Information

5

Please attach a Government Issued Photo ID.*

Choose File Remove File No File Chosen

This is a required document to proceed

Signature



Use your mouse or finger to draw your signature above

[clear]

Parents/Guardians without a MyChart account:

Once approved you will receive a link by text or email that will direct you to the activation page to complete MyChart registration.

WARNING: The link is only active for 24 hours.

Parents/Guardians who are UT Health patients with a MyChart account:

Once approved your MyChart account will be automatically linked to your child's chart.

7


Submit Form

6. Acknowledge and agree to the proxy terms by completing the following fields:
 - **Signature of parent/guardian** (Typed name will be accepted as signature)
7. Once the form is complete, click on the Submit Form button at the bottom of the form.

Step 3: Proxy Access Granted

Upon receiving the submitted Under 18 Proxy Form and all required supporting documentation, the Health Information Management department will process the request, and grant proxy access if appropriate.

- **Parents/Guardians who are UT Health patients with a MyChart account:**

You will see a Child icon next to your patient icon  in the upper left corner when you log in to your MyChart account.

This completes your MyChart proxy request, **if you have a video visit, please proceed to the Video Visit section on page 8.**

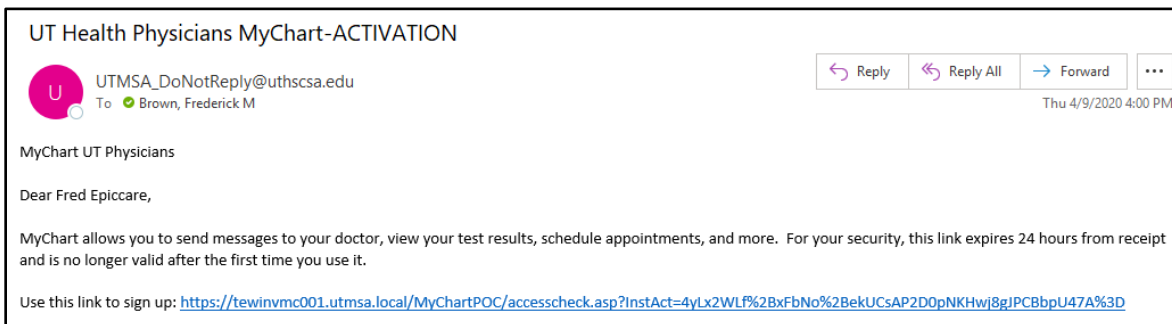
- **Parents/Guardians without a MyChart account:**

You will be notified through text or email that MyChart proxy access will be granted upon activation of the MyChart link. **Please proceed to Step 5.**

Step 4: Complete Activation

Click the **link** located in the text or email and this will direct you to the activation page to complete MyChart registration.

WARNING: The link is only active for **24 hours**. If the link expires, please call 210-450-9760 to be sent a new link.



The MyChart registration screen will allow you to create a username and password.

The image shows a 'MyChart Signup' form. It includes fields for Username, Create Password (with a 'SHOW' button), Date of Birth (with separate boxes for mm, dd, and yyyy), Security Question (a dropdown menu), and Secret Answer. At the bottom, there is a checkbox for 'I agree to the Terms and Conditions' and a green 'SUBMIT' button. A red arrow points from a text box on the right to the Date of Birth field.

Please note that you will enter the date of birth of the **parent/guardian**, not the date of birth of the child.

Once all fields are complete and you agree to the Terms and Conditions, click **Submit**. You will be directed to a screen confirming your activation. Click on the “navigate to the MyChart website” link.

This completes your MyChart proxy request, **if you have a video visit, please proceed to the Video Visit section on page 8.**

Video Visits

To schedule a video visit, please contact the clinic in which you wish to make an appointment. For information regarding how to navigate a scheduled video visit,

please reference the resources at www.uthealthcare.org/mychart, or contact the clinic for additional phone support.

Part of Long School of Medicine

Patient Links Search
Contact Us | 210-450-9000

Find Provider Services Conditions Primary Care Specialty Practices Locations Make Appointment MyChart

Home » What is MyChart?

What is MyChart?

MyChart enables patients of UT Health Physicians to access their health information online, anytime, anywhere. MyChart is password protected and delivered via an encrypted connection, so all information is safe from unauthorized access.

The MyChart tool can be used to do many different things, including: request appointments, view test results, exchange messages with your provider and practice, and do **Video Visits**. It is not intended to replace office visits with your provider.

Providers may not be able to answer all of your questions electronically and may request that you schedule an appointment. This will allow for a more accurate diagnosis and determine the best treatment plan for your condition.

To obtain an account, please ask for an access code next time you are visiting a UT Health Physicians practice, or call 210-450-4111 and our office will mail you a letter with the access code.

For help logging in or for answers to other MyChart questions, please call 210-450-4111.

Once online, patients can:

- Send secure emails to your UT Health providers and receive responses within 24 hour
- Request appointments (for participating offices)
- Setup / Start **Video Visits**
- View current medications, immunizations and allergies
- Request medication refills

MyChart Login

For help logging in or for answers to other MyChart questions, please call 210-450-4111.

Resources

[Under 18 Proxy Form »](#)

Video Visit Instructions