



Requesting proxy access to a MyChart account for a child/youth younger than 18 years old

Parents/Authorized Representatives requesting proxy access to a child's (0-15 years of age) MyChart account

If your child is under 16 years of age, and you would like access to their MyHealth Records account and the two tools within it, My Personal Records and MyChart, you can submit a request online from your MyHealth Records account: <https://myhealth.alberta.ca/uam/pages/createchildrecord.aspx>.



For youth (14-17 years of age) with direct access to their MyChart account

Youth aged 14 and older can sign up for their own MyHealth Records account. Once they have signed up, they can provide access independently and once they turn 16, they have the option to limit access to their online health information, if they wish.

For youth (16-17 years of age) without direct access to their MyChart account

Granting proxy access requires a health care provider to complete steps within Connect Care. It may not be possible to complete proxy access during a single appointment because of the time needed to complete the process.

Please note that physicians without access to Connect Care (family doctors) are not able to support this request at their community clinics.

When talking to the youth's health care team, you can request proxy access to their health information.

1. Bring the following information with you:
 - a. Two pieces of identification (1 piece of Alberta government-issued photo ID or 2 non-photo ID)
 - b. Your supporting documentation (listed on the next page if applicable)
2. The supporting documents will be reviewed by a health care provider or designate to confirm authority. These documents will be scanned into the health record.
3. You will be asked to sign a "MyChart Account Proxy Access Request" form.
4. A health care provider or designate will set up your proxy access to the person's chart.
 - a. If you already have direct access to your own MyChart account, you will receive an email notification stating that proxy access was granted.
 - b. If you do not have direct access to your own MyChart account, a staff member will email you access information as part of this process.



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5. Log in to your own MyChart to access your own health information and the health information of the individual(s) you have proxy access to.
6. When done, log out of MyChart.

Supporting documents can include:

- Parenting Orders, Adoption Orders and Guardianship Orders under the Family Law Act
- Custody Orders under the Divorce Act
- Guardianship Orders under the Child, Youth and Family Enhancement Act
- Kinship Orders
- Guardian Appointed by Will

Your child's physician or other care providers are required to confirm the child's custody situation. You may be asked questions about custody as they take steps to ensure they are giving health information access to the appropriate parent or authorized representative. If the child's custody arrangements are in dispute, proxy access may not be granted. Documentation that supports access to limited health information for a limited purpose is not sufficient to enable proxy access, because access to health information in MyChart cannot be limited to specific information.

Parent/authorized representative proxy access is automatically removed when a youth turns 18.

! Keep in mind, MyChart is only one way to access your child's health information. You and your child are key members of your health care team and can communicate with the rest of the team through phone calls and visits.

● Other channels to request access to health information are still available. Visit [Access & Disclosure](#) for more information.