MyChart Adult Proxy Form

Access to Another Adult's MyChart Record

To request access to the MyChart record of an adult whose medical care you help manage, please complete this form. The patient must sign this form and provide authorization for release of medical information in MyChart on the "Adult Proxy Authorization Form." Please note that the patient's chart will be accessed through your (the proxy's) MyChart account. Completing this form will establish a MyChart account for you and for the patient. In the case of Power of Attorney (POA), an adult individual can gain access by providing the appropriate POA documentation to the treating physician.

This completed form may be returned to your **Primary Care Provider's Office**, or **faxed to (225) 246-9140.**

Your Information (All sections required – please print clearly.)

This section should be completed by the individual requesting access to another adult's MyChart Record.

Name (last, first, middle initial): _____ Date of Birth: _____

Social Security Number: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip:_____

Phone Number: _____ Primary Clinic: _____

Patient's Information (All sections required – please print clearly.)

Complete this section with information about the patient who MyChart record you're requesting access.

Name (last, first, middle initial): _____ Date of Birth: _____

Social Security Number: _____ Email: _____

Street Address: _____ City: _____ State: _____ Zip:_____

Phone Number: _____ Primary Clinic: _____

MyChart Terms and Agreement

By signing below, I acknowledge that I have read, understand, and agree to the MyChart Terms and Conditions.

A copy of the MyChart Terms and Conditions can be requested at your physician's office and can be obtained online at https://mychart.fmolhs.org/MyChart

▶ _____ / _____ / _____

Your (Proxy) Signature (*Required*) | **Relationship to Patient** | **Date & Time**

I acknowledge that I have read and understand this MyChart Sign-up form. I agree to its terms and choose to designate the person named above as my MyChart Proxy, thereby allowing them access to my MyChart medical record.

▶ _____ / _____ / _____

Signature of Patient (or authorized person) (*Required*) | **Relationship to Patient** | **Date & Time**

Adult Proxy Authorization for Release of Medical Information

This form is an authorization that will permit Our Lady of the Lake Ascension, L.L.C. d/b/a St. Elizabeth Physicians, The Baton Rouge Clinic, AMC, Our Lady of the Lake Physician Group, L.L.C., Lourdes Physician Group, L.L.C., St. Francis Medical Group, LSU Health Baton Rouge, certain outpatient departments of Our Lady of the Lake Hospital, Inc. and inpatient units at Our Lady of the Lake Ascension and Our Lady of Lourdes Women's and Children's to release your medical information to your designated adult proxy. Please read it carefully.

This form should be completed by the patient who is authorizing an adult to access medical information in his or her MyChart record. It must accompany the Adult Proxy Form, which provides the name and information of the individual who the patient is authorizing to access their MyChart record as a proxy. If you do not have an Adult Proxy Form, please contact your clinic, or download one from https://batonrougeclinic.com/patient-information/downloadable-forms/

Patient Name (last, first, middle initial): _____

Social Security Number: _____ **Date of Birth:**_____

I am requesting that _____ **(insert name of proxy)** receive access to my health information that is available in my FMOLHS MyChart Record. This person is my designated MyChart proxy. I authorize Our Lady of the Lake Ascension, L.L.C. d/b/a St. Elizabeth Physicians, The Baton Rouge Clinic, AMC, Our Lady of the Lake Physician Group, L.L.C., Lourdes Physician Group, L.L.C., St. Francis Medical Group, LSU Health Baton Rouge and certain outpatient departments of Our Lady of the Lake Hospital, Inc. to release the health information contained in my MyChart record to my MyChart proxy. I understand that the medical information in MyChart is obtained from my electronic medical record and may include information from all facilities listed in FMOLHS's Notice of Privacy Practices. I authorize release of any information contained in my MyChart medical record held by Our Lady of the Lake Ascension, L.L.C. d/b/a St. Elizabeth Physicians, Baton Rouge Clinic, AMC, Our Lady of the Lake Physician Group, L.L.C., Lourdes Physician Group, L.L.C., St. Francis Medical Group, LSU Health Baton Rouge, certain outpatient departments of Our Lady of the Lake Hospital, Inc. and inpatient units at Our Lady of the Lake Ascension and Our Lady of Lourdes Women's and Children's to my designated proxy.

I authorize release of this information only through my MyChart record. This form does not authorize release of my medical record to my designated proxy by other methods or in other forms. I understand that once information has been disclosed, it potentially may be re-disclosed by the proxy and the disclosed information may not be covered by federal privacy protections.

Participation in MyChart and designating a MyChart proxy is completely voluntary. I understand that I am not required to designate a MyChart proxy and I am not required to provide this authorization. I also understand that the above listed entities does not condition any of my health care treatment, payment or other services on whether I provide this authorization. However, I also understand that if I do not provide authorization, the above listed entities are not permitted to provide access to my MyChart record to my designated proxy.

I understand that I may revoke this authorization at any time by providing a written request for revocation to my primary clinic. I understand that if I revoke this authorization, my designated proxy's access to my MyChart record will be ended. I also understand my revocation will not affect any disclosures that were made prior to processing the revocation request.

Date: _____ **Primary Clinic:** _____

Signature of Patient: _____

Printed Name:_____

If person other than the patient signs, indicate authority to sign for patient (e.g. guardian) and attach documentation:

_____

Note: You may deactivate the access of the adult proxy specified above at any time through MyChart or by providing a written request to your primary clinic.