



## **MyChart - Requesting Proxy Access**

If you do not have an Alameda Health System MyChart account: Go to https://www.my-ahs.org/ and select Sign Up Now to create a new account

## **Request Proxy Access:**

- Once an account is created, go to the Alameda Health • System MyChart website or the MyChart App and Sign In
- Once Signed In, select Menu
- Scroll down to the Sharing section and select Sharing Hub
  - or you can search for Sharing Hub
- Scroll down and select Manage friends and family access





- Select Request access to a minor's record
- Complete the required fields indicated by the red \* •
- Certify that you have the legal right to this minor's medical information by checking the box
- Select Submit Request

Note: HIM (Health Information Management) usually reviews the request within 3 days and will call you if additional information is needed.

MyChart Website



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Request to Access a Minor's Record					
Enter information about the minor to whom you are requesting access. All fields are required.					
Minor: *First Name:					
*Last Name:					
*Sex:					~
*DOB:					
Additional information: *Your phone:					
*This minor is your:					~
*If other, please specify:	N/A				
*Right to access:	I certify that I have the leg	gal right to th	is minor'	s medical	
Submit Request Cancel					

Mobile View