

MyChart - Requesting Proxy Access

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

Once an account has been created, Go to the Alameda Health System MyChart website and select **Sign In**

If Signing In from the MyChart phone application, **Log In** and then select **Menu** → **Other Preferences** to launch the website. **Proxy access requests must be made from the website, not phone application.**

Once Signed In, Select **Menu**

Select **Personalize/Proxy Access**

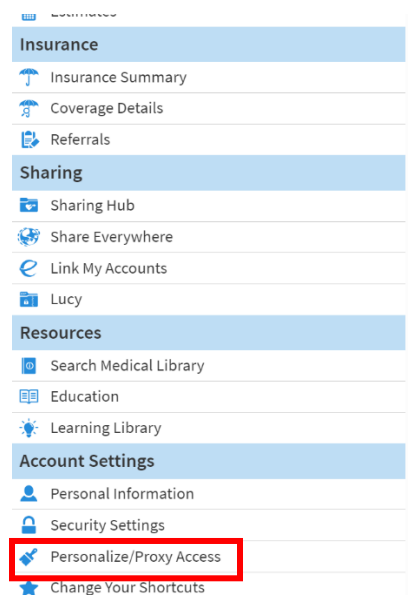
Select **Request access to a minor's record**

Enter the **Minor's Name, Sex, and DOB**

Enter **Additional information**: Your Phone and relationship

Certify that you have legal right to the medical information

Select **Submit Request**



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

