

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.

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 Form

The **Under 18 Proxy Form** can be found on the UT Health website, www.uthealthcare.org/mychart. This 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 red box highlighting the 'Under 18 Proxy Form' link. A red arrow points from the text 'In the Resources section...' to this link.

In the **Resources** section, click **Under 18 Proxy Form**, which will direct you to an electronic version of the form.

Step 2: Complete the Under 18 Proxy Form

1. Complete all the fields in the Child and Parent/Legal Guardian Information sections.

- A. In the **Patient's Name** field, add the **name of the child**.
 - B. In the **Proxy's Name** field, add the **name of the parent/guardian**.
2. 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:
- **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.



UT Health
San Antonio
The University of Texas
Health Science Center at San Antonio

My Chart[®]

**Child Under 18
Proxy Request Form**

This form should be completed by a parent or legal guardian ("Proxy") who requests access to portions of his/hers child's (under 18 yrs.) Electronic Protected Health Information maintained by UT Health Science Center - UT Health of San Antonio and/or any of their affiliated clinics through MyChart. The Parent/Legal Guardian "Proxy" must agree to and comply with the terms and conditions of the My Chart web-page and this document.
Proxy must complete all fields and provide photo ID and legal documents (if permanent Legal Guardian of the Patient) as noted below.

1 Child's ("Patient Information"): All sections required - please print clearly

A	Patient's Name: Child Jones	DOB: 03/16/2010	
	Street Address: 123 Street Name Dr.		
	City: San Antonio		
	State: TX	Zip: 78229	

Parent/Legal Guardian ("Proxy") Information: All sections required - please print clearly

	Email Address: email@gmail.com		
B	Proxy's Name: Parent Smith	DOB: 12/13/1982	
	Street Address: 123 Street Name Dr.		
	Phone Number: 210-555-5555		
	City: San Antonio		
	State: TX	Zip: 78229	

2 My Relationship to the Child is as Follows:

Parent
 Custodial Parent
 Non-Custodial Parent
 OR
 Permanent Legal Guardian - Must attach a copy of the court order appointing guardian and letter of Guardianship verifying the proxy's status as permanent Legal Guardian of the Patient

3. Acknowledge and agree to the proxy terms by completing the following fields:
- **Signature of parent/guardian** (Typed name will be accepted as signature)
 - **Relationship to the child** (must match your selection above)

- **Date of signature**
- **Time of signature**

I acknowledge and agree that:

- 1 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.
- 2 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, Health Information Management Department, 8300 Floyd Curl Drive - MC 8308, San Antonio, Texas 78229.
- 3 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.
- 4 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.
- 5 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.
- 6 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.
- 7 For a child age 0-17 years, I will be granted full access to my child's MyChart record.
- 8 On the child's 18th birthday, I will no longer have access to my child's MyChart record.
- 9 I have completed the MyChart Authorization for Use or Disclosure of Electronic Protected Health Information.

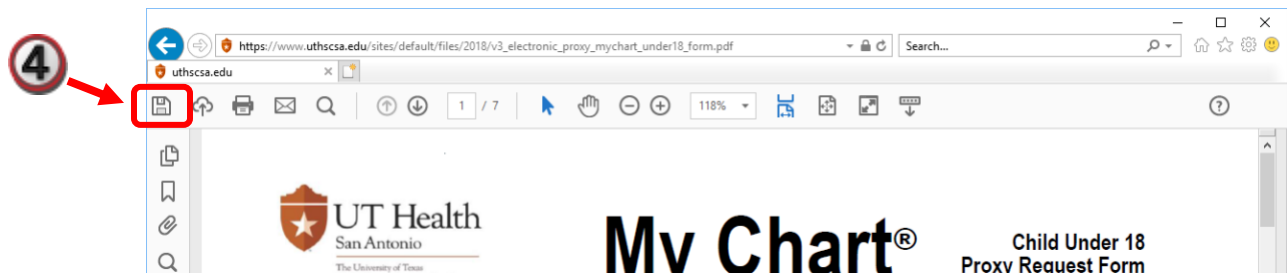
3	Parent/Guardian Signature	/Relationship above	/ 8-21-20	/ 2:30pm
	Proxy Signature (Required)	Relationship to Child (Required)	Date (Required)	Time (Required)
	Type your full name to sign this document			

Return this completed form along with the following items to our office: A copy, photo or scan of your identification card (ID), A copy, PDF or scan of legal documentation proving guardianship, if appointed guardian.

There are three ways to return this form and additional documents/attachments to us:

1. Email: Email this form and additional attachments to UTHMYCHARTPROXY@UTHSCSA.EDU (this is not a secure transmission method and we are not able to ensure the security of the information during transit.)
2. Fax: Fax this form and additional documents to (210) 450-6058.
3. In-person: Drop-off this form and additional documents at the Medical Arts & Research Center, medical records office, first floor, 8300 Floyd Curl Drive, San Antonio, TX 78229.

4. Once the form is complete, click on the disk in the upper left corner to save the form to your computer so that it can be attached with the supporting documentation in step 3.



Step 3: Submit Completed Form and Supporting Documentation

All parents/guardians requesting proxy access are required to provide a **valid photo ID** that belongs to the parent or guardian to serve as proxy. Additionally, guardians are required to provide **legal documentation** to prove their guardianship. To submit the completed Under 18 Proxy form and appropriate documentation, choose one of the following:

- **Email** uthmychartproxy@uthscsa.edu and attach the completed Under 18 Proxy form and supporting documentation. The parent/guardian can scan and email the information or use their mobile device to capture photos of the information and attach them to the email. *(Note: This is not a secure method of transmission and UT Health is not able to ensure the security of this information during transmission).*
- **Fax to 210-450-6058.**

Step 4: 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 be notified through email that MyChart Proxy has been granted and you will see a Child icon next to your patient icon  in the upper left corner when you log in to your MyChart account.

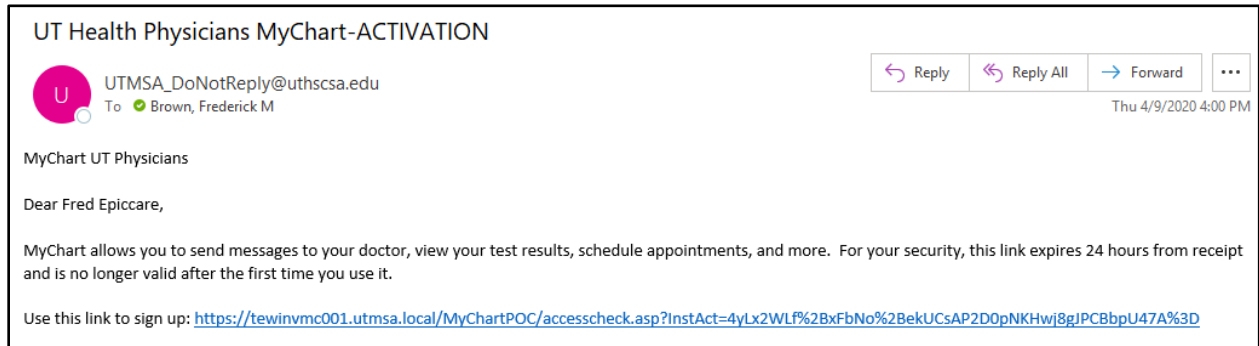
This completes your MyChart proxy request, **if you have a video visit please proceed to the Video Visit section on page 7.**

- **Parents/Guardians without a MyChart account:**
You will be notified through email that MyChart proxy access will be granted upon activation of the MyChart link. **Please proceed to Step 5.**

Step 5: Complete Activation

Click the **link** located in the 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 email.



The MyChart registration screen will allow you to create a username, password, and answer security questions. **Please note that in the date of birth field, you will put the date of birth of the **parent/guardian**, not the date of birth of the child.**

The image shows three input fields for a date of birth, separated by slashes. The first field is labeled 'mm', the second 'dd', and the third 'yyy'.

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 7.**

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.

The screenshot shows the UT Health San Antonio Physicians website. The header includes the logo and navigation links for Patient Links, Search, and Contact Us (210-450-9000). A secondary navigation bar contains links for Find Provider, Services, Conditions, Primary Care, Specialty Practices, Locations, Make Appointment, and MyChart. The main content area is titled "What is MyChart?" and contains several paragraphs of text. A blue box with a circular arrow icon and the text "MyChart Login" is prominently displayed. Below this is a photograph of an elderly couple sitting on a couch, looking at a laptop. A list of resources is shown, with "Video Visit Instructions" highlighted in a red box. The list includes: 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.

UT Health
San Antonio
Physicians

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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 **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

Video Visit Instructions