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. Registration can be done on smart phones, tablets, and personal computers.

**WARNING**: If you receive a link for activation, complete as soon as possible, as the link is only active for **24 hours**.

Heath Information Management
utmychartproxy@uthscsa.edu
210-450-9760
Step 1: Access the Under 18 Proxy Electronic Form

The Under 18 Proxy E-Form can be found on the UT Health website, www.uthealthcare.org/mychart. This e-form should be completed by the parent or legal guardian who is requesting proxy access for the child.

In the Resources section, click Under 18 Proxy E-Form, which will direct you to an electronic version of the form. A QR code has also been created for easy access to the electronic form.
Step 2: Complete the Under 18 Proxy E-Form

1. Select your preferred language.

2. Complete all the fields in the Patient Information (Child) section.
   A. In the Patient Information field, add the Name and Date of Birth of the Child.
   B. Add the Patient (Child) Address.

3. Complete all the fields in the Parent / Legal Guardian (Proxy) section.
4. 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:

   **My Relationship to the Child is as follows***
   - Parent
   - Custodial Parent
   - Non-Custodial Parent
   - Permanent Legal Guardian

   - **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.

   If you select Custodial Parent, Non-Custodial Parent, or Permanent Legal Guardian you will receive a pop up to upload legal documentation as shown below.

   Must attach a copy of the legal documents appointing custody, guardianship or medical power of attorney to verify the proxy's relationship to the Child.

   **Attach Documents***
   - Choose File
   - Remove File
   - No File Chosen

5. Parents/guardians requesting proxy access are required to provide:
   a. A valid photo ID that belongs to the parent or guardian to serve as proxy.
   b. To submit your ID, click on **Choose File** to upload the documents.
6. Acknowledge and agree to the proxy terms by completing the following fields:
   - **Signature of parent/guardian** (Typed name will be accepted as signature)

7. Once the form is complete, click on the **Submit Form** button at the bottom of the form.
Step 3: 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 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 8.

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

Step 4: Complete Activation
Click the link located in the text or 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 link.

The MyChart registration screen will allow you to create a username and password.
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 8.

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**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.