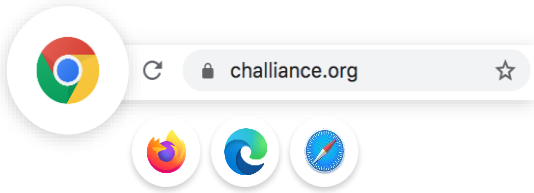




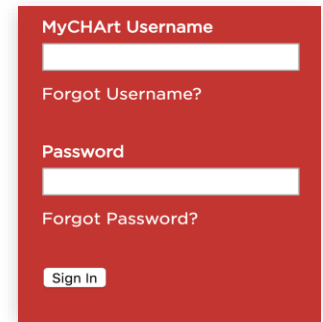
Patient User Guide

Viewing and Managing Your MyCHART Proxy access

1  On your computer, navigate to **MyCHART** from the CHA website in a Chrome browser.

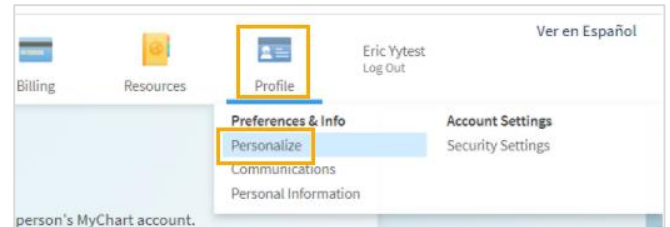


*Chrome browser preferred. Mozilla Firefox, Microsoft Edge, and Apple Safari compatible.



- a** Go to challiance.org
- b** Find **MyCHART** in the upper left hand corner of the screen
- c** Log into your **MyCHART** account.


2 From the top menu, select **Profile** then **Personalize**



3 You will now see the **Personalize** menu

Personalize

Whose Records Can I View?
Family members to whom you have been given proxy access are listed below. Click a row to access the person's MyChart account. If a row does not have a gray background and clicking on the row does not direct you to the Proxy Disclaimer page, this means that this person's chart has not been enabled for proxy access. please contact this person's primary clinic to enable their chart for proxy access.

| Photo | Account Name | Nickname | Access Until |
|---|--------------|----------|-----------------------------------|
|  | Eric Yytest | Eric | This is your own MyCHART account. |

EDIT

Who Can View My Record?

| Proxy | Access Until | Account Status |
|----------------------------------|--------------|----------------|
| <input type="radio"/> John Smith | 2/16/2982 | Active |
| <input type="radio"/> Mary Smith | 2/16/2982 | Active |

REVOKE ACCESS

Need Help?

Call Health Information Management (HIM) at (617) 381-7266 from 8:00 AM - 4:30 PM ET Monday - Friday

Email us at mycharthelp@challiance.org

Use our online form: <https://www.challiance.org/help-center/mychart-contact-us-form>



Patient User Guide

To Revoke Proxy Access.

a Select the circle next to the person who you wish to no longer access your MyCHART information.

Then select **REVOKE ACCESS**

Who Can View My Record?

| Proxy | Access Until |
|---|--------------|
| <input checked="" type="radio"/> John Smith | 2/16/2982 |
| <input type="radio"/> Mary Smith | 2/16/2982 |

REVOKE ACCESS

b Confirm that you are revoking the correct individual by selecting **YES**

Revoke Proxy Access

Are you sure that you want to revoke the access of **John Smith**?

Note: Once you revoke this proxy access, you will have to contact your clinic to re-enable this proxy access.

Are you sure that you want to revoke the access of **John Smith**?

YES **NO**

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