Epic TIPS & TRICKS

Sign-up for MyChart & Request to be a Proxy

A proxy must have their own MyChart account in order to gain access to their dependents account. The first step is for the proxy to create his/her MyChart account if it does not yet exist. The next step is to request proxy access. This tip sheet will assist a person to sign up for a JHM MyChart and request access to others records as a proxy.

- If the proxy already has a MyChart please start on page 2/back.
- If you wish to do this process over the phone with a Help Desk representative, call 800-318-4246.

Sign-up for MyChart

1. If the provider is assisting: Within the Epic toolbar, click the **Launch MyChart Home Page** button and follow the below steps with the proxy,

   OR the proxy can follow the below steps. Open this webpage on their personal device:
   https://mychart.hopkinsmedicine.org/MyChart/signup

   OR
   Scan this QR code from any mobile device:

2. Fill in all the demographic questions. A * means they are required.

3. Click **Next.** You will then answer question to verify the identity of the parent/proxy (via Lexis-Nexis).

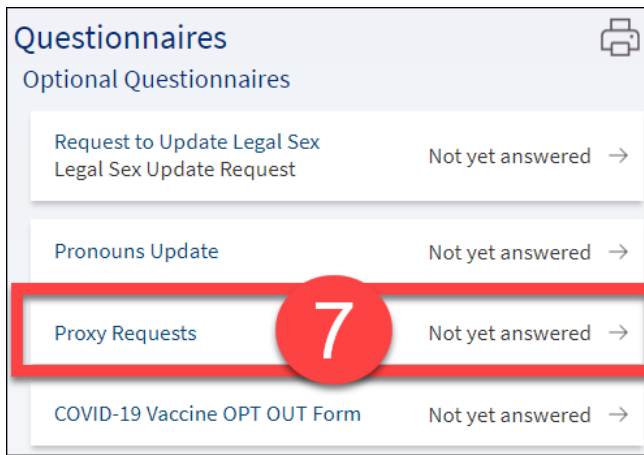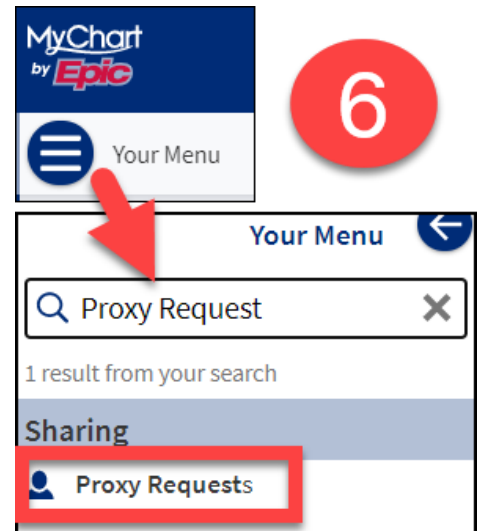4. On the next screen, you will create a user name and password. Then click **Next**.

5. You will then see a screen where you need to validate the parent/proxy email address and click **Sign In**.

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Request Proxy access

Onsite staff can grant proxy access immediately. If the proxy is offsite when signing up, they can request proxy access through MyChart. Once proxy access is requested in this way, it will be processed by the help desk in approximately 3 days. If you need immediate access, call 800-318-4246.

6. On the MyChart homepage, click **Your Menu** in the left corner and search for '**Proxy Request**'.

7. Click on the **Proxy Requests** Questionnaire.

8. Answer the questionnaire accordingly. Depending on the proxy relationship, you may get differing questions. For some proxy requests, you will be asked to upload consent forms. Ask your doctor for the consent forms.

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