

Patient Photo Identification

Why should I have a patient photo?

Patient photos are for your **safety** and **protection** and will help your healthcare team identify you before, during and after your clinic visits, telemedicine appointments, hospital stays, and emergency room visits.

How will Johns Hopkins protect my photo?

Your photograph is considered Protected Health Information (PHI). It will be **securely stored** within your electronic health record.

Will my photo be shared with other organizations or clinics?

Your photo will **only be shared within the Johns Hopkins Health System**. Your photo will not be included when your records are released to organizations outside of Johns Hopkins Medicine.

How do I update the photo that appears in my health record?

There are multiple ways to add your photo – choose one that works best for you:

- **By yourself**
 - You are encouraged to add your photo using your MyChart account at any time. Please see instructions on back.
- **By our registration staff**
 - When you come to visit us, our registration staff can help you take your photo and add it to your health record
- **With our help**
 - If we are not able to take your photo at check-in, our staff will come help you add your photo using the tablet in your room

What are characteristics of an acceptable patient photo?

- Taken in front of a neutral background (white or off-white)
- Directly facing the camera with full face in view
- Well-lit and clearly displays your face
- Natural expression looking directly at camera
- Cropped to only show face and upper shoulders, with face occupying at least half of frame
- Should represent your current appearance (recent photo)



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Adding your photo with MyChart

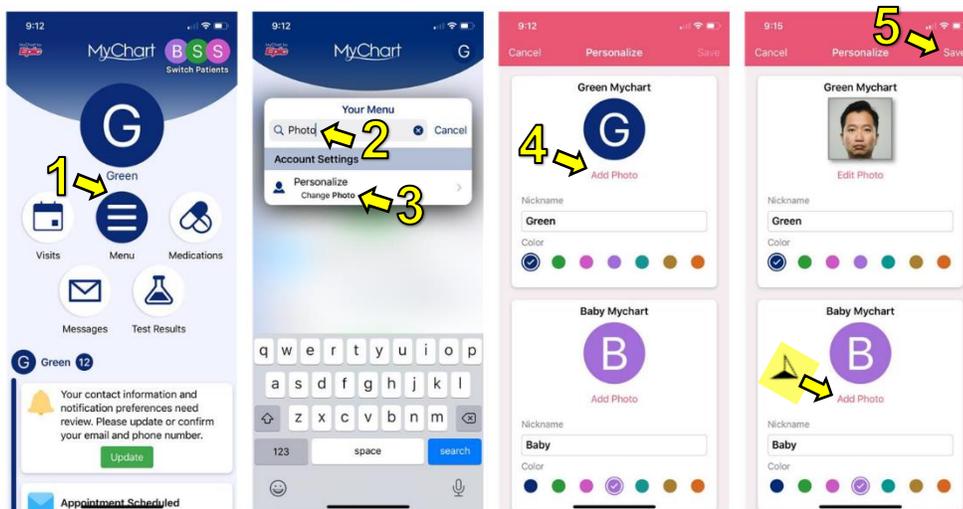
1. Navigate to mychart.hopkinsmedicine.org/mychart and login to your account
2. Click on “Menu” at top-left of your home page and type “photo” into the search field – choose “Personalize – Change Photo”
3. Under “Photo”, click on the pencil icon to edit your profile photo (see screenshot)
4. Browse to a photo on your computer, select it and click the “Open” button



5. Rotate and crop your photo as needed
6. Click “Save” to add the photo to your MyChart profile

Adding your photo with MyChart mobile app (iOS, Android)

1. Download and login to MyChart mobile app and select “Menu”
 2. Tap on search bar and type “photo”
 3. Choose “Personalize-Change Photo”
 4. Choose “Add Photo” – you can capture a new photo or choose an existing photo
 5. Tap “Save” to add the photo to your MyChart profile
- You can also add photos by proxy (for people linked to your account)



You will now see your photo in MyChart. Once approved by Johns Hopkins Medicine, the photo will be added to your medical record.