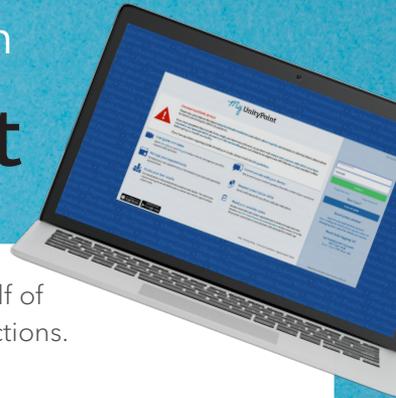


Requesting Proxy Access in *My* UnityPoint



To request access to use MyUnityPoint on behalf of someone else, follow these step-by-step instructions.

- 1 Log in to your MyUnityPoint account
 - a. Don't have a MyUnityPoint account? You will need to create an account at chart.myunitypoint.org to request access. You do not have to be a UnityPoint Health patient to create an account.
- 2 Once logged in, select "Share My Record" on the drop down menu.
- 3 Select "Friends and Family Access" in the "Share with People" section.
- 4 Select the applicable question for your request under the "Who Can See My Record" section.
 - a. Are you a parent or guardian?
 - b. Do you need access to an incapacitated patient?
 - c. Do you know someone who should not have access?
 - d. Want another adult to have access to your record?
- 5 Fill out the required fields. If you are requesting proxy access for a minor, the health information available to you will vary based on the patient's age. Please refer to the Proxy Access and Document Requirements on the back for more information.
- 6 Click "Submit Request."

Please note: There is a 3-5 day turnaround time for proxy access to be granted. If you are requesting proxy access for an incapacitated patient, it may take up to 4 weeks.



Pediatric

- Ages 0 – 11 years
- Full access to approved parent/legal guardian(s)
- Appropriate legal documents required for legal guardians

Limited Teen

- Ages 12-17 years
- Very limited access to approved parent/legal guardian(s)
- Limited access only includes allergies and immunizations. If a patient is 12 or 13 years old, a guardian may call the provider's office to obtain information not listed in MyUnityPoint.
- Appropriate legal documents required for legal guardians

Teen Connection

- Ages 14-17 years
- Teen has full access to their own record. *This is not proxy access as the teen is accessing his/her own health information
- Requires parent/legal guardian approval



Incapacitated Patient

- Access for caregivers of patients who are mentally impaired and unable to make their own healthcare decisions
- If you are the healthcare Power of Attorney or court appointed legal guardian, we must have those documents on file to grant you online access.

Adult to Adult

- Give access to another adult to view your health record

Proxy Access and Document Requirements

If you are the healthcare power of attorney or legal guardian for any patient you're requesting proxy access to, we must have legal documents on file. You can submit legal documents by:

- Fax: 866-846-7864
- Mail: MyUnityPoint Registration
3851 River Ridge Dr. NE
Cedar Rapids, IA 52402
- Drop off at the patient's clinic

Access Restriction

- Restrict access to person(s) who should not have access to a patient record