

Share My Records

The ‘Share My Records’ function in MyChart allows users to invite trusted family, friends, and health care team members to view all or part of your clinical records securely through MyChart. If you require any further assistance, please contact MyChart Support via phone 1-833-221-2202 or email support@mychart.ca.

How to Send a MyChart Invitation

Follow the steps below to share your records with trusted family, friends, and health care team members via MyChart.

1. Login to your MyChart account and navigate to ‘Share My Records’ on the left side grey menu. Select ‘Share My Records’ from the sub-menu. Alternatively, you could also access ‘Share My Records’ from the overhead menu options.

2. Complete ‘Share My Records’ form:

Select the relationship of the person you will be sharing your records with using the dropdown menu provided and enter the following information of the person you are inviting:

- First Name
- Last Name
- Phone Number
- Email Address
- Secret Key Word (create a unique keyword know to you and the invitee)

3. Set the viewing privileges you would like to assign to the individual you want to share your records with. You can grant full access, limited access, or revoke their viewing privileges. Viewing privileges can be modified at any time and take effect immediately.

- A. In the ‘Enable Access’ section, select the ‘Enable Viewing Privileges’ radio button

Enable Access

When sharing your records, you must agree to "Enable Viewing Privileges". This enables FULL VIEW access for the individual listed above. Once selected, you can edit viewing permissions for each category using the dropdown menu(s) below. You can edit/disable access at any time under "Manage Access" after access is shared.

ENABLE VIEWING PRIVILEGES 

 DISABLE VIEWING PRIVILEGES (NO ACCESS)

<p>▼ MyChart Data</p>
<p>▼ Sunnybrook Health Sciences Centre</p>
<p>▼ Hennick Bridgepoint Hospital</p>
<p>▼ Ontario Laboratories Information System</p>

- B. A pop up message will appear on the screen asking you to confirm your selection. Select ‘OK’ – this will allow your invitee to view ALL of your MyChart records. Select ‘Cancel’ if you want to go back to the permissions on the previous screen.

You can limit access to the records you do not wish to share with the invitee by selecting ‘No’ to the specific records you would like withheld from view. Follow the steps outlined above and click on all the collapsed menu options (for example, MyChart Data). Select ‘No’ for the information you **do not** want to share with your trusted family, friends, or health care team members.

Enable Access

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ENABLE VIEWING PRIVILEGES
 DISABLE VIEWING PRIVILEGES (NO ACCESS)

MyChart Data

- Yes No Activity
- Yes No Allergies
- Yes No Conditions
- Yes No Diary
- Yes No Family History
- Yes No Immunizations
- Yes No Important Clinical Info
- Yes No Measurements
- Yes No Medications
- Yes No Mood Tracker
- Yes No My Appointments
- Yes No My Family
- Yes No Other Contacts
- Yes No Procedures
- Yes No Recommended Screening Records
- Yes No Saved To PHR
- Yes No Secure Messaging
- Yes No Upload Other
- Yes No Weight Tracker

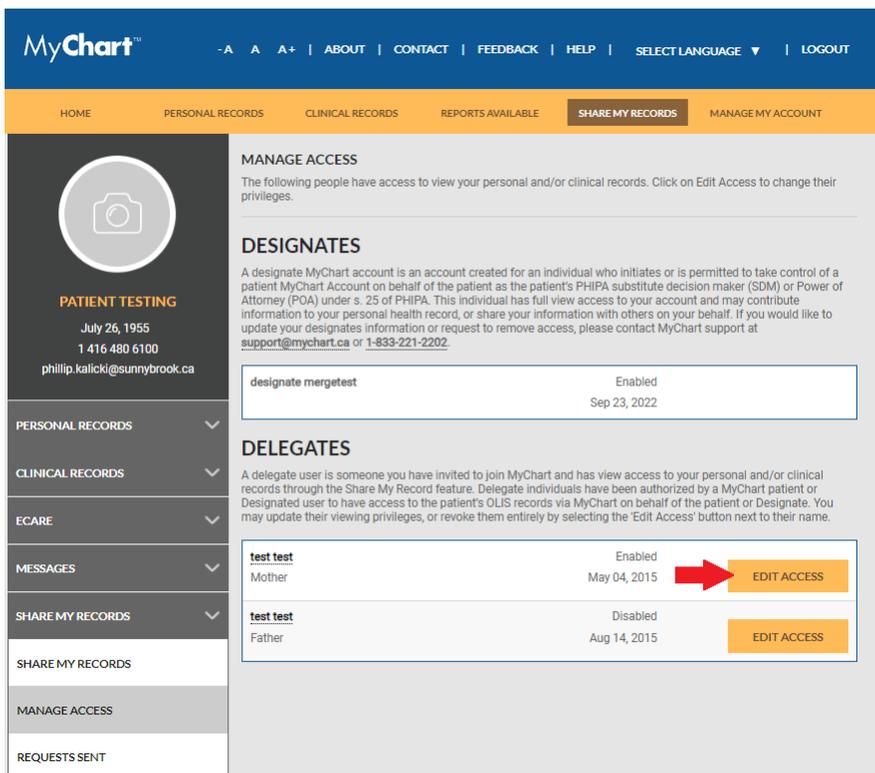
4. Select 'Grant Access To MyChart' at the bottom of the screen to complete the form. A pop-up message will appear to confirm you want to grant access to the invitee. Click 'OK' to confirm. Click 'Cancel' to return back to the form to make changes.

The invitee will receive an email from MyChart asking for the Keyword that you have provided and once they enter the keyword, they will create their own MyChart account to view your records.

Modifying Access to your MyChart Records

After a MyChart invitation has been sent to your trusted family, friend, or health care team member, you have the ability to modify their access to your records. Follow the steps below to modify or revoke viewing privileges to your health records on MyChart.

1. Login to your MyChart account and navigate to 'Share My Records' on the left side grey menu. Select 'Manage Access' from the sub-menu.
 - a. Under the 'Delegates' section, find the name of the individual that you would like to modify or revoke access to your health records from. Click on the 'Edit Access' button beside their name.



MANAGE ACCESS
The following people have access to view your personal and/or clinical records. Click on Edit Access to change their privileges.

DESIGNATES
A designate MyChart account is an account created for an individual who initiates or is permitted to take control of a patient MyChart Account on behalf of the patient as the patient's PHIPA substitute decision maker (SDM) or Power of Attorney (POA) under s. 25 of PHIPA. This individual has full view access to your account and may contribute information to your personal health record, or share your information with others on your behalf. If you would like to update your designates information or request to remove access, please contact MyChart support at support@mychart.ca or 1-833-221-2202.

designate mergetest	Enabled	Sep 23, 2022	
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DELEGATES
A delegate user is someone you have invited to join MyChart and has view access to your personal and/or clinical records through the Share My Record feature. Delegate individuals have been authorized by a MyChart patient or Designated user to have access to the patient's OLIS records via MyChart on behalf of the patient or Designate. You may update their viewing privileges, or revoke them entirely by selecting the 'Edit Access' button next to their name.

test test Mother	Enabled	May 04, 2015	EDIT ACCESS
test test Father	Disabled	Aug 14, 2015	EDIT ACCESS

- To revoke viewing privileges to your health records on MyChart for the selected individual, click on the 'Disable Viewing Privileges (No Access)' radio button. A pop-up message will appear to confirm your selection. Click 'OK' to confirm. Click 'Cancel' to return to the Manage Access screen.
- To modify viewing privileges for the selected individual, select the 'Enable Viewing Privileges' radio button, if not already selected. Expand each of the collapsed menu options (for example, MyChart Data). Select 'Yes' for the records that you want to grant viewing access to. Select 'No' for the records you do not want to share with the individual.
- Select 'Save Changes' at the bottom of the screen to finalize your changes. Your changes take effect immediately upon saving.

Review Requests Sent

After a MyChart invitation has been sent to your trusted family, friend, or health care team member, you can review the requests on MyChart to confirm if your request has been accepted or is still pending a response.

- Login to your MyChart account and navigate to 'Share My Records' on the left side grey menu. Select 'Requests Sent' from the sub-menu.
- MyChart will display a table with the names of the individual that you invited to view your health records. The status will indicate if your request has been approved (i.e. Access Approved or Access Denied) or if the request is still pending (i.e. New – Awaiting Response). You can also cancel a request or Resend the invitation.