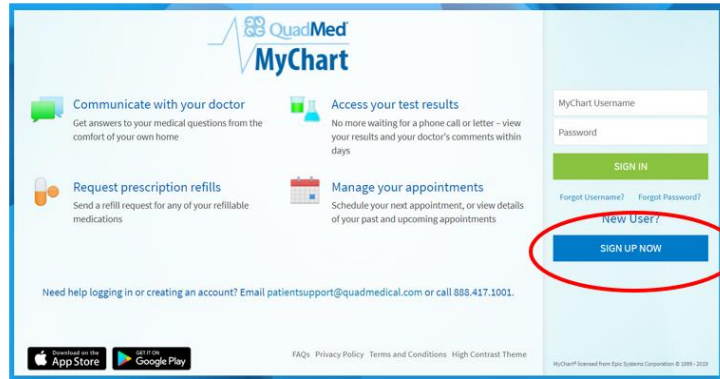


HOW TO SIGN UP FOR MYCHART

Follow these steps to create a MyChart account:

1. Visit www.myquadmedical.com/indiana
2. Click SIGN UP NOW



3. Click SIGN UP ONLINE



4. Fill out all the requested information and click SUBMIT.
5. Check your email. You will receive an email from patientsupport@quadmedical.com. You will need to click the blue button in the email.



6. Lastly, you will be taken to a page where you need to confirm your date of birth.

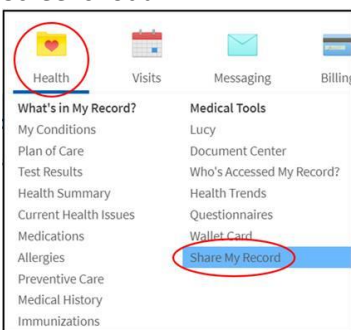
HOW TO ADD SPOUSE OR ANOTHER ADULT

To provide access to your spouse or another adult:

- Each person must create their own MyChart account by visiting mychart.myquadmedical.com/MyChart/signup
- Then the adult wishing to share their records should login to MyChart at mychart.myquadmedical.com, hover over the HEALTH tab and choose SHARE MY RECORD. (*screenshot a*)
- Then follow the prompts for FRIENDS AND FAMILY ACCESS. (*screenshot b*)

Once this is completed, the spouse will show up next to your name in the top left corner.

Screenshot a:



Screenshot b:



HOW TO ADD A CHILD

MyChart accounts are currently only available for children ages 0-11, due to legal regulations. For appointments for children ages 12-17, please call the health center. For more information please visit

There are two ways to request and set up proxy access:

1. Mention it to the receptionist or your provider in the health center and they will set it up for you.
2. Complete the form on the following page and email, mail or fax it to the address or fax number listed on the form.

Once this is completed, the child or family member will show up next to your name in the top left corner.

PROXY ACCESS SIGN-UP FORM

Proxy Information	
Name:	DOB:
Phone:	Email:
Street Address:	City, State, Zip:
Relationship to Patient: <input type="checkbox"/> Spouse <input type="checkbox"/> Friend or Relative <input type="checkbox"/> Parent/Legal Guardian* <input type="checkbox"/> Healthcare POA*	
Patient Information	
Name:	DOB:
Phone:	Email:
Street Address:	City, State, Zip:

PLEASE CHECK ONLY ONE BOX

If you are requesting proxy access, please check one of the boxes below. Please note that for all types of proxy access, the patient’s chart will be accessed through your MyChart account. If you do not have a MyChart account, one will be created for you as part of this proxy request.

- Adult-Adult** (access to another adult’s MyChart record). The patient must authorize access to their MyChart account in order to activate Adult to Adult proxy access. Patients also have the ability to send a proxy invitation to the person they choose from their own MyChart account. The designated proxy will then receive activation instructions via MyChart.
- Adult-Adult Power of Attorney** (used when one adult has healthcare power of attorney over another patient’s medical care). Appropriate legal documentation (i.e. activation) must be submitted prior to proxy activation.
- Adult-Child Age 0-11** (access a minor child’s MyChart record). Due to patient confidentiality laws in certain states, once the child reaches age 12, you will no longer have access to the child’s MyChart record. Please note these age range limitations do not affect any legal right you have to access the child’s medical record by other means. Once a child reaches age 18, they may create their own MyChart account. If you are the Legal Guardian of the minor child, appropriate legal documentation (i.e. court order) must be submitted prior to proxy activation.

Mail, email or fax all forms to: QuadMed

Attn: Health Information Management
 W64W23110 Main Street, Sussex, WI 53089
 Email: HIMDepartment@quadmedical.com
 Fax: (414) 622-3826

 Proxy Signature

 Date