

HOW TO ACCESS SHARING OPTIONS IN MYCHART

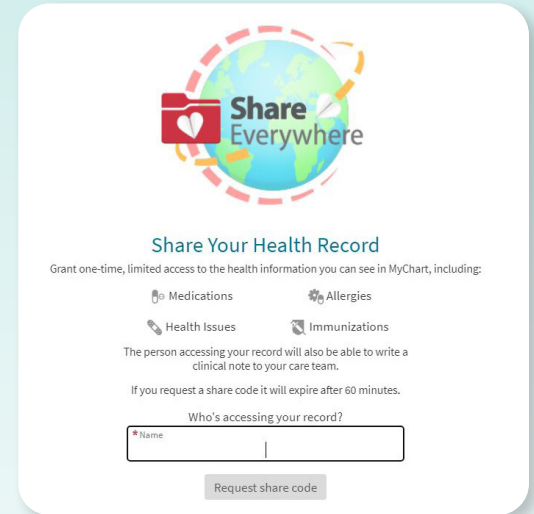
SHARE EVERYWHERE

Do you need to grant temporary, one-time access to your medical records for a provider who doesn't use MyChart? For example, your dentist or chiropractor may need your updated medical information. Share Everywhere is MyChart's secure solution.

HOW TO USE SHARE EVERYWHERE

1. Visit mychart.phelpshealth.org or open the MyChart app.
2. Click "Menu," scroll down to the "Sharing" heading and select "Share Everywhere."
3. Click "Request share code."
4. Enter the provider's name and click "Request" to generate a code.
5. Share the code with your provider.
6. Your provider can then enter the code and your date of birth at shareeverywhere.com to view your medical record.

Note: The code is time-sensitive, so we recommend generating the code while you are in the room with your provider.



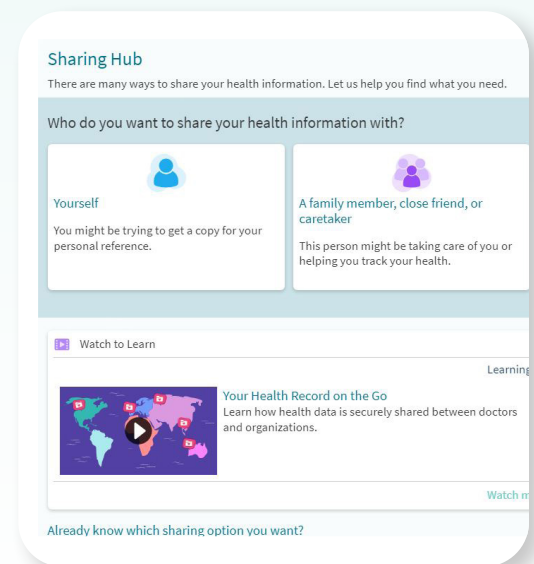
FAMILY ACCESS

Is a family member or friend involved with your healthcare? If so, you can grant them access to your medical records through MyChart. With this access, they can help you make informed decisions, from appointments to medications and more.

HOW TO GRANT FAMILY ACCESS

1. Visit mychart.phelpshealth.org or open the MyChart app.
2. Click "Menu," scroll down to the "Sharing" and select "Sharing Hub."
3. Select who you want to share your information with.
4. Click "Manage ongoing access to your MyChart account."
5. Click the "+ Invite someone" button.
6. Follow the prompts to enter their name and email address, and confirm.
7. Choose what type of access you would like the recipient to have.
8. Once the recipient accepts their email invitation, they can log in to MyChart, click the down arrow by their name and switch between patients.

Note: Family access is specifically for adults; minors cannot be invited.



QUESTIONS?

For more information about MyChart, email mychart@phelpshealth.org or call our MyChart Patient Support Line at (573) 458-7550.



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