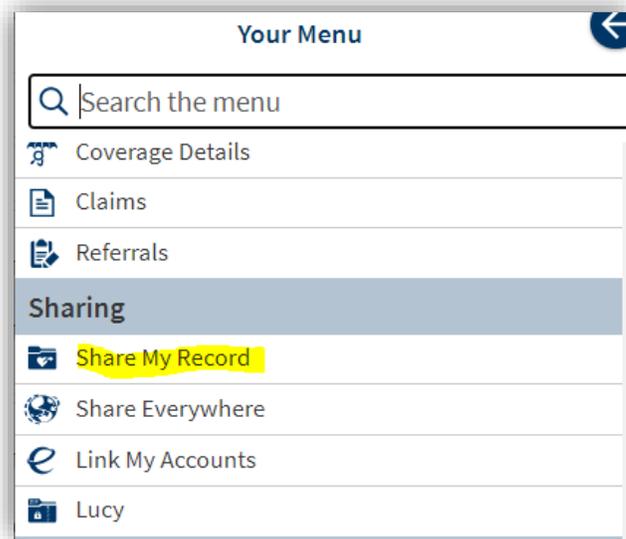# Montefiore ♥ MYCHART

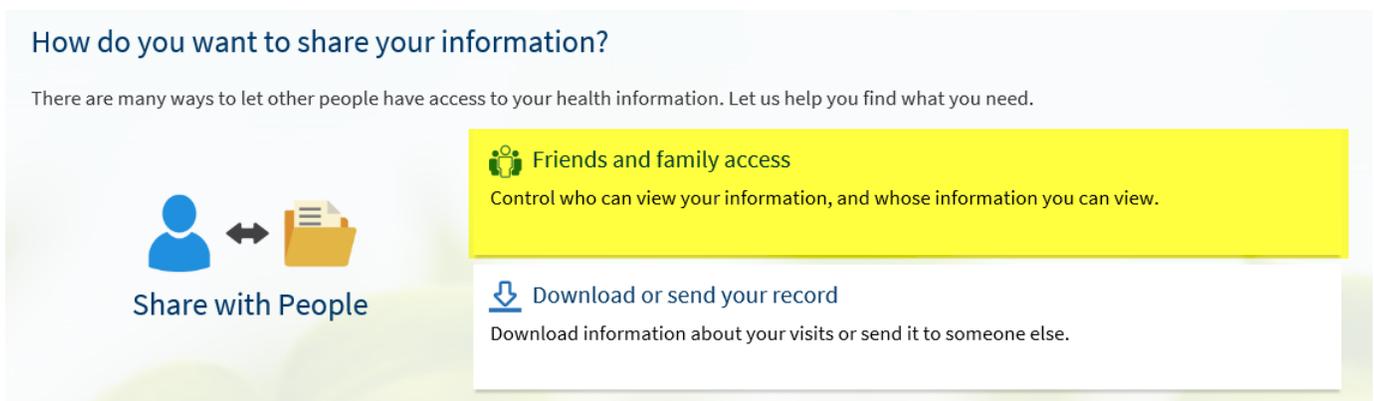## DOING MORE TO HELP YOU MANAGE YOUR HEALTHCARE

How to Share your Record in MyChart

Share My Record is a feature that allows you to give adult family members or friends access to your health information in MyChart. Follow the steps below to invite someone to access your record.

1. **Log into your Montefiore MyChart. Click on the Share my Record Activity in the Sharing section of the Menu as highlighted below.**
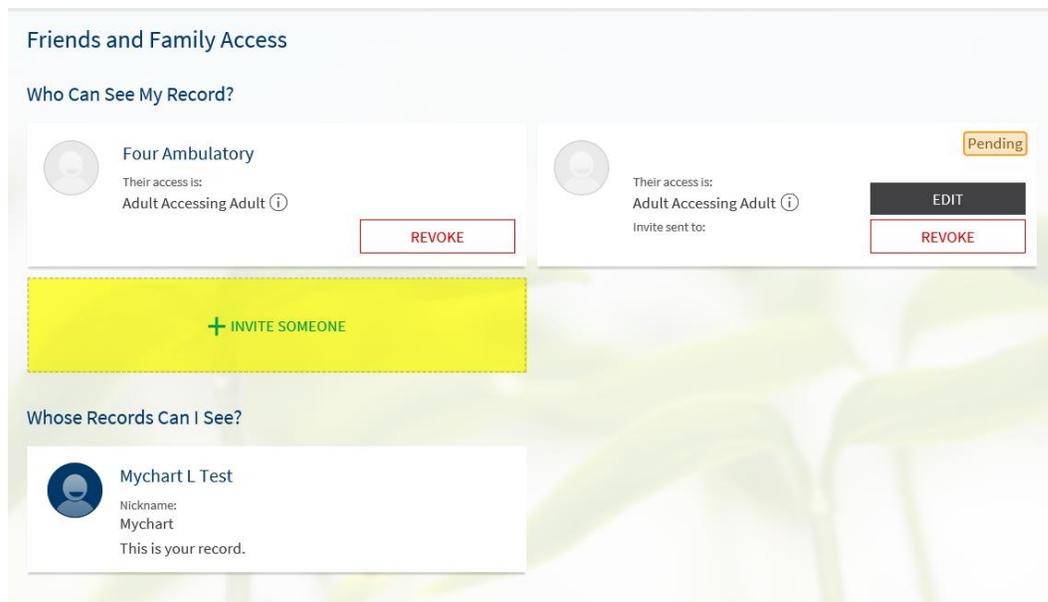

2. **Your screen will look like this. Click on the "Friends and Family Access" button as highlighted below to start sharing your record.**
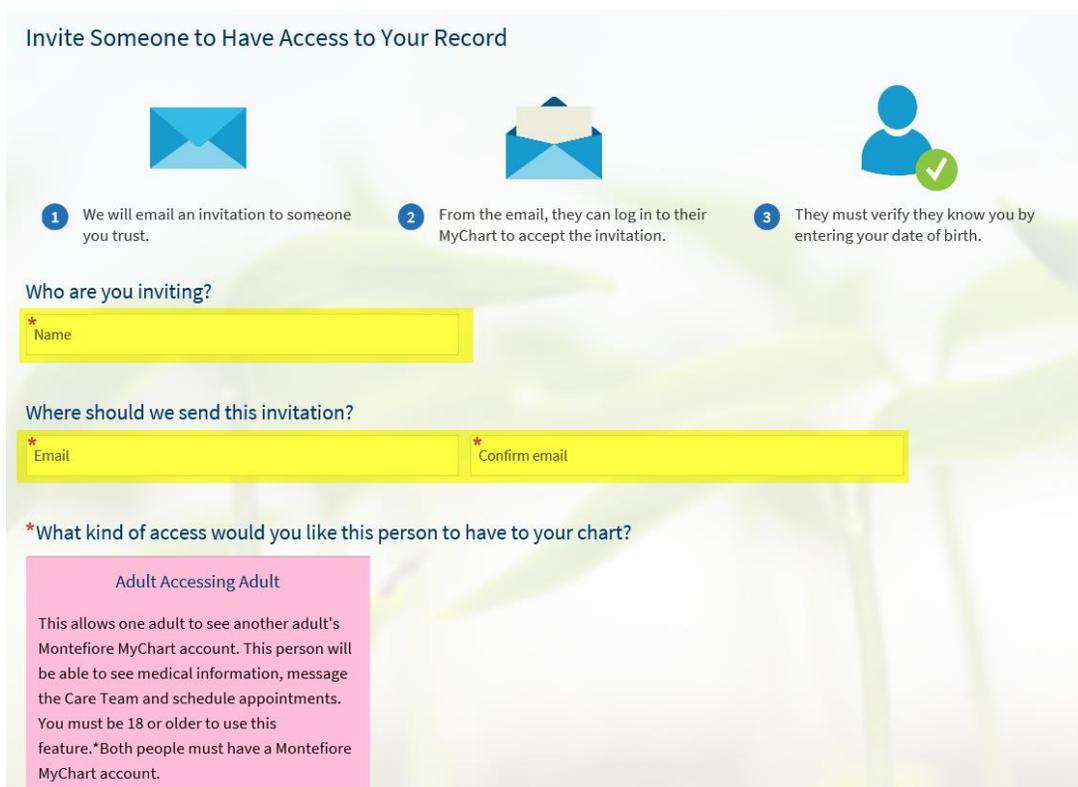

3. **Your screen will look like this. From this page you will be able to see who has access to your record. You will also be able to see records that you have access to.**

Click on "Invite Someone" as highlighted below.

Friends and Family Access

Who Can See My Record?

Four Ambulatory		Pending
Their access is: Adult Accessing Adult ⓘ	Their access is: Adult Accessing Adult ⓘ	EDIT
REVOKE	Invite sent to:	REVOKE

+ INVITE SOMEONE

Whose Records Can I See?

Mychart L Test
Nickname:
Mychart
This is your record.

4. Your screen will look like this. Enter the name and email address of the person you want to invite. *Please note, the person must be 18 or older and already have a Montefiore MyChart

Invite Someone to Have Access to Your Record

1. We will email an invitation to someone you trust.
2. From the email, they can log in to their MyChart to accept the invitation.
3. They must verify they know you by entering your date of birth.

Who are you inviting?

* Name

Where should we send this invitation?

* Email   * Confirm email

*What kind of access would you like this person to have to your chart?

Adult Accessing Adult

This allows one adult to see another adult's Montefiore MyChart account. This person will be able to see medical information, message the Care Team and schedule appointments. You must be 18 or older to use this feature.*Both people must have a Montefiore MyChart account.

5. Read the Terms and Conditions. Check accept and then click send invite to send an email to your friend/family member.

USE OF THIRD-PARTY SERVICES

You may choose to use other services provided by third parties in conjunction with your use of MyChart. Such services may include, but are not limited to, translation services, location services, and other third-party offerings. Any links to such services are provided for your convenience only. Neither Epic nor Montefiore Health System have control over the contents of these services, and neither Epic nor [ORGANIZATION] accept any responsibility for them or for any loss or damage that may arise from your use of them. Such services may require you to submit your information to a third party, which may result in a copy of your information being used and/or stored by a third party. If you decide to access any such services in conjunction with your use of MyChart, you do so entirely at your own risk and subject to the terms and conditions of use for such services.
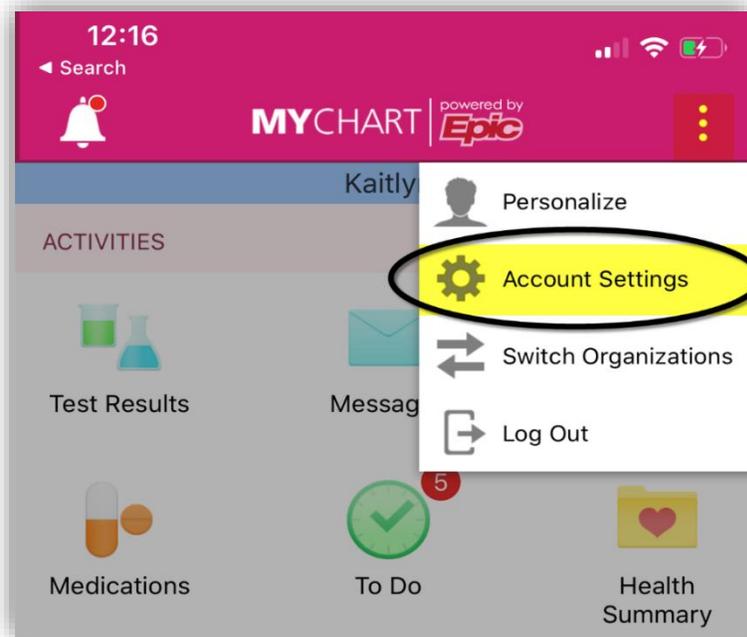
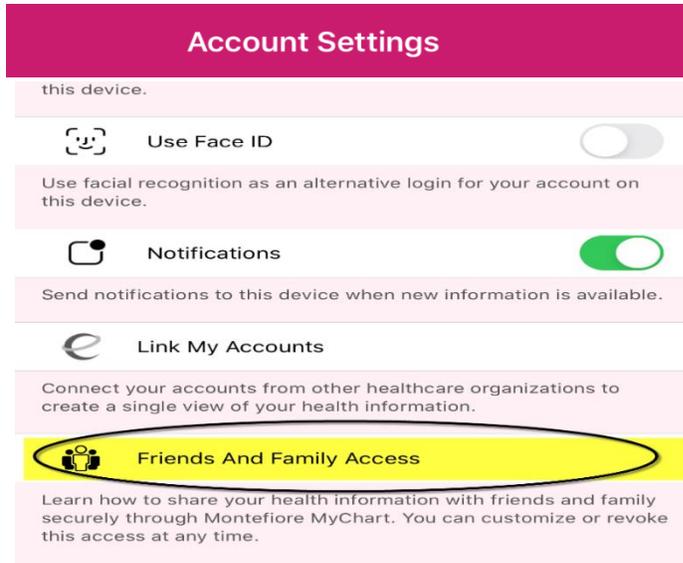☐ I agree to the terms and conditions

SEND INVITE

6. **Your friend/family member will need to verify that they know you by entering your Date of Birth. Once the connection is successful, you will receive a notification that the process is completed.**
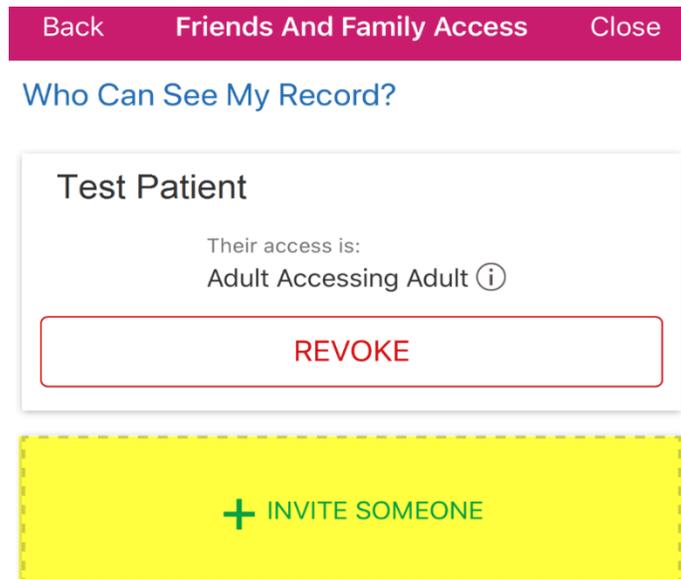
How to Share your Record in MyChart – Mobile

1. **Log into your Montefiore MyChart Mobile App. Open the Menu by clicking on the three dots as highlighted below. Then click on "Account Settings" as highlighted below.**

2. **Your screen will look like this. Click on the "Friends and Family Access" button as highlighted below to start sharing your record.**

3. **Your screen will look like this. From this page you will be able to see who has access to your record. You will also be able to see records that you have access to.**
Click on "Invite Someone" as highlighted below.

4. **Your screen will look like this. Enter the name and email address of the person you want to invite. *Please note, the person must be 18 or older and already have a Montefiore MyChart**

Back   **Friends And Family Access**   Close

1 We will email an invitation to someone you trust.

2 From the email, they can log in to their MyChart to accept the invitation.

3 They must verify they know you by entering your date of birth.

Who are you inviting?

Name
*

Where should we send this invitation?

Email
*

5. **Scroll down and read the Terms and Conditions. Check accept and then click send invite to send an email to your friend/family member.**

neither Epic nor Montefiore Health System accept any responsibility for them or for any loss or damage that may arise from your use of them. Such services may require you to submit your information to a third party, which may result in a copy of your information being used and/or stored by a third party. If you decide to access any such services in conjunction with your use of MyChart, you do so entirely at your own risk and subject to the terms and conditions of use for such services.

☐ I agree to the terms and conditions *

SEND INVITE

6. **Your friend/family member will need to verify that they know you by entering your Date of Birth. Once the connection is successful, you will receive a notification that the process is completed.**