

How to Request Access to Someone's MyChart Account

MyChart is a secure, online portal. MyChart allows users to:

- See health information
- Talk to doctors and other staff
- Download or share health information with others

If you are a parent, guardian, or loved one of a UAMS patient, you may be able to get access to their MyChart account. This is called proxy access.

How do I get proxy access to someone's MyChart account?

This depends on the patient's age and if you already have a UAMS MyChart patient account of your own.

To request access to the MyChart account of a patient 11 and under:

- If you are a UAMS patient with a MyChart account of your own:
 1. Log in to your MyChart account.
 2. Click on the Menu option.
 3. Search for "Request Proxy".
 4. In the Request Proxy section, click on the link that says, "For ages 11 and under click here".
 5. Fill out the form with the patient's information you want proxy access to.
 6. Click "Submit Request".

Once you submit your request, it can take up to 3 business days for your request to be approved.

- If you are **not** a UAMS patient:
 1. Visit <https://mychart.uamshealth.com/>.
 2. Click on "Request Proxy Access for a Minor".
 3. Fill out the form with the patient's information you want proxy access to.
 4. Click "Submit Request".

Once you submit your request, it can take up to 3 business days for your request to be approved.

Proxy access to the MyChart account of a patient 12 or older:

- **Access must be granted through Mychart by the 12 or older patient. The following directions must be completed by the patient (not the requestor):**
 - If the proxy (person who wants to access your account) is a UAMS patient with a MyChart account:
 - Log into your MyChart Account.
 - Click on Menu.
 - Search for "Sharing hub".

- In the Sharing Hub section, click on “A family member, close friend, or caretaker”.
- Click on “Manage ongoing access to your MyChart account”.
- Select “Invite Someone” to allow them to access the records.
- Fill out the form with the information about the person who is requesting access to your account.

After the patient completes the steps above, you (the requestor) will get an email from MyChart. In the email, click “Accept Invitation”. This will take you to the MyChart login screen. Once you log into your MyChart, you will need to verify the patient’s date of birth.

- If the proxy (person who wants access to your account) is **not** a UAMS patient:
 - Log into your MyChart account.
 - Click on Menu.
 - Search for “Request Proxy”.
 - In the Request Proxy section, click on “For ages 12 and over click here”.
 - Fill out the form with the requestor’s information.
 - Click “Submit Request”.

Once you submit your request, it can take up to 3 business days for your request to be approved