MyChart
Patient and Proxy Guide

Table of Contents

OVERVIEW

MyChart provides you with online access to your medical record. It can help you participate in your healthcare. From MyChart, you can see information including:

- All non-sensitive notes
- Vital Signs
- Test results are shared to MyChart after a 3 day delay
- Allergies
- Medical History
- Immunizations
- Requested Releases of Information
- Medications (that were prescribed at discharge)
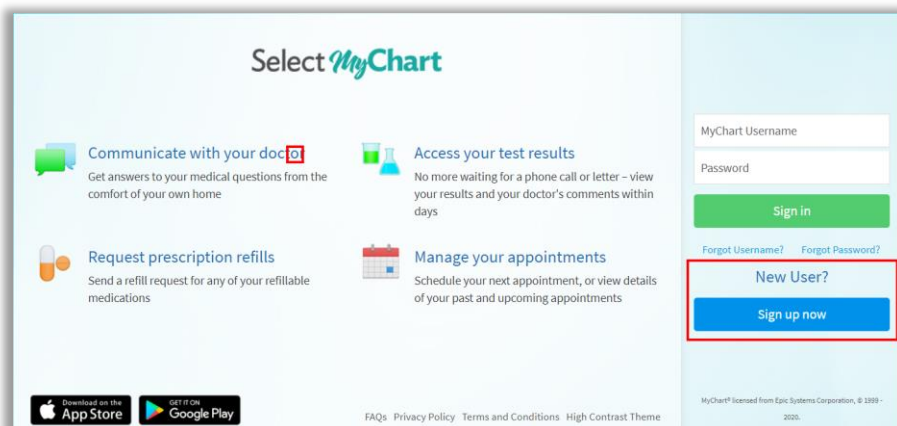- AVS (After Visit Summary)

MYCHART

FIND YOUR ACTIVATION CODE TO SIGN UP

Patients/proxies can receive MyChart access at any time. **Please contact the HIM staff at your hospital for further information.** A MyChart account can be activated using any of the following steps:

1. HIM staff generates activation code through MyChart Administration in Epic at or during admission. Patient/proxy activates MyChart account within 2 weeks.

2. HIM staff sends an activation link to a patient/proxy e-mail through MyChart Administration.

3. Patient receives activation code on AVS (After Visit Summary) at discharge. Patient/proxy activates MyChart account within 2 weeks.

USE YOUR ACTIVATION CODE TO SIGN UP

1. Navigate to the MyChart login page on your web browser
   - https://mychart.selectmedical.com

2. Under the **New User?** section, click **Sign Up Now**

3. Enter your activation code and other personal verification information

4. On the following page you will choose a Username, Password, and security question
   - All of these items should be something that is not easy to guess but something you will remember
   - We recommend writing down what you choose for all three fields
   - Your Username cannot be changes at any time

LOGIN TO MYCHART AND VIEW YOUR RECORDS

On the Login page, enter the username and password you just selected and click **Sign In.** After logging in, you will be brought to your home screen.

1. From the **Menu** button, you can navigate throughout all of MyChart, accessing your care team, your record, share your record, explore extra resources, and see your account settings

2. **Visits** shows you both upcoming visists as well as all past visits. From here you can also view notes placed by your physician

3. **Test Results** will display all of your laboratory results. The results will appear three days after they are completed. You can search and filter your results

4. **Medications** will display all medications you have on file

5. **Health Summary** shows you a succinct view of current health issues, medications, allergies, and immunizations that you have on file

6. **Linked Accounts** displays linked MyChart accounts you may have with other organizations

DOWNLOADING YOUR RECORDS

If you've requested your medical records from the HIM staff at your hospital, they will be sent to MyChart in the **Document Center.**

1. Click the **Menu** button.

2. Click **Document Center** under the My Record section.

3. To download the record of your stay with Select Medical, choose the **Visit Records** option.

Document Center

Please select the option that most closely matches the information you would like.

Visit Records
Download and send visit summaries that would be helpful for a new provider, including details such as:
Health Issues
Medications
Allergies
Immunizations
Plan of Care

Requested Records
Download records you specifically requested, such as:
Legal Information
Coordination of Care
Government Reporting
Worker's Comp Information
Accounting Disclosure
Visit and Health Summaries

Who's Accessed My Record?
View actions of people who have accessed your record.

4. If you have have multiple visits displaying on this screen, make sure to select the visit you wish to download.

5. Click **Download**.

Visit Records

Select the visits you'd like to view, download, or send. You can select a single visit or multiple visits using the options below. Your Lucy Summary is also available.

Single visit | Date range | All visits | Lucy summary

⦿ **Hospital Visit**
SSH - Savannah   March 11, 2020 - September 30, 2020

[View] [Download] [Send]

[Back to Document Center]

PROXY ACCESS

If you want to give someone, like a family member, access to your medical record via MyChart, you can take the following steps:
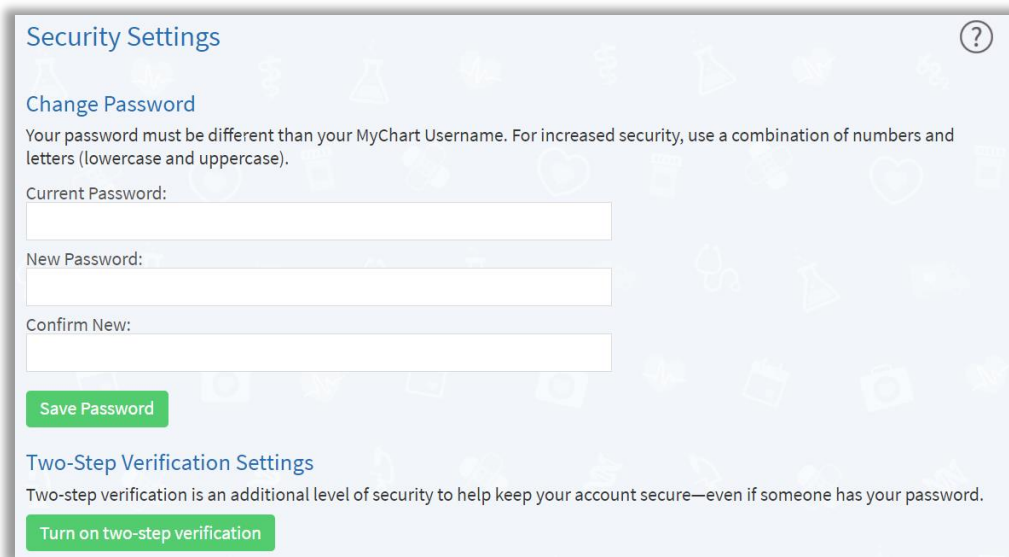
1. Ask your hospital's Health Information Management department for the Patient Access and Authorization Form for Proxy.

2. After completion of the above document, the proxy will be given and activation code.

3. The proxy can now use an activation code to create a proxy MyChart account using the same steps you did, listed above.

UPDATE PERSONAL INFORMATION

You can edit the phone number and email address you have linked to your account

1. From the **Menu**, click **Personal Information** under the **Account Settings** section.

2. Click **Edit**.
   - Remember to click **Save Changes** after you finish editing your information.

Personal Information

Please enter contact and personal information here, and click **Save Changes** to send a message to the clinic. Allow 24 hours for the information to be updated in the legal medical record.

Contact Information

5224 LOWER STREET
ROARING SPRING PA 16673

Going somewhere for a while?
Add a temporary address

🏠 814-224-5555
📱 Mobile phone not ente...
🖥 Work phone not entered
✉ Email not entered

[Edit]

Details About Me
Please call (555) 555-5555 to update this information.

Preferred First Name ⓘ
Not entered

Gender Identity
Not entered

Sexual Orientation
Not entered

Legal Sex ⓘ
Unknown

Sex Assigned at Birth
Not entered

3. You can edit your MyChart Password.
    *   From the **Menu**, click **Security Settings** under the **Account Settings** section.
    *   Fill in your current password.
    *   Fill in your new desired password in both the **New Password** and **Confirm New** fields.
    *   Click **Save Password.**

4. You can add Two-Step Verification to your Select Medical MyChart account
    *   From the **Menu**, click **Security Settings** under the **Account Settings** section
    *   Click **Turn on two-step verification** and follow the prompts

LINK TWO MYCHART ACCOUNTS

You may have two different MyCharts accounts if you have already signed up for MyChart with a different organization. You can link previous MyChart accounts with your new Select Medical MyChart account so you can see everything from the same place

1. From the **Menu**, click **Link my Accounts** under the "Sharing" section

2. Search for the organization you have a MyChart account with using the search box and select it

3. This will bring you to a new webpage with that will ask you to log in to the other organization's MyChart

4. Login using your credentials for the outside organization and your accounts will be linked