



Affix Patient Label	
Patient Name: _____	Date of Birth: _____

**Adult MyChart Proxy Form**  
**Allowing Another Person to Look at Bronson MyChart Record (Ages 18 and up)**

**Patient Information (please print clearly and fill out all parts)**

Name (last, first, middle initial): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Proxy Information (please print clearly and fill out all parts)**

Name (last, first, middle initial): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Check here if your address is the same as the patient.

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I understand that:

- MyChart information comes from the computerized medical record at Bronson Hospitals and Bronson clinics.
- The information may come from all the places that are listed in Bronson’s Notice of Privacy Practices.
- Having a MyChart proxy does not mean that my proxy can look at all of my Bronson medical records. My proxy can only look at the information in MyChart. MyChart records may include psychiatric or mental health records, treatment for alcohol or drug abuse, sexually transmitted diseases, HIV/AIDS, family planning and genetic testing.
- I do not need to have a proxy. I have decided, on my own, that I want the proxy to be able to look at MyChart.
- A proxy must be an adult (18 or over). Adult proxy access does not expire, but I can change my mind and stop the proxy from looking at MyChart at any time. There are two ways to do this:
  1. I can write a note to my doctor’s office saying that I do not want the proxy to look at MyChart.
  - OR
  2. I can go to MyChart on a computer and make the change there.
- If I let the proxy look at MyChart, it is no longer private. The proxy can make a copy of my record or can share it with other people.
- MyChart information can also be viewed by community organizations sharing Bronson’s electronic health record, EPIC, that links to MyChart. See [Appendix I](#) for a full list of organizations that share information in MyChart. This means your proxy will see information from these places.

**I want Bronson Healthcare Group to grant proxy access to my MyChart account which contains my health and medical information to the person named above.**

Patient Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If you are NOT the patient but are signing on behalf of the patient, please complete below.**

I, \_\_\_\_\_, am the  
 (print your name)

- Legal Guardian
  - Legally Appointed Healthcare Agent and the patient is incapacitated
  - Medical Power of Attorney and the patient is incapacitated
- (check which applies)

Representative’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ (required)

You MUST attach proof of your authority to act on behalf of the patient as checked above (other than parent).



### **Appendix I: List of Community Members**

**These Community Health Members have access to Bronson patient's charts through our electronic medical record system, Epic. The patient and proxy will be able to view additional medical information in MyChart if the patient is seen for an appointment at following health organizations:**

- Adult & Pediatric Ear, Nose and Throat
- Advanced Radiology BARS Clinic
- Bronson Advanced Cardiac Healthcare
- Cereal City Pediatrics
- Family Health Center of Kalamazoo
- Kalamazoo Anesthesiology Pain Clinic
- Kalamazoo College Student Clinic
- Kalamazoo Foot Surgery
- Paragon Advanced Vascular Surgery
- Paragon Nephrology Center of Kalamazoo
- Vision Eye Care
- West Michigan Cancer Center
- WMed Health