



HealthPartners®

MyChart Customer Support Center 952-993-0725

MyChart® Membership and Access Authorization



AUTHP

Requestor Information (adult requesting access to MyChart)
Name, Date of birth, Street address, City, State, ZIP, Last four digits of Social Security number, Phone number

To complete the MyChart membership request process, complete, sign and return this form. Call MyChart Customer Support Center at 952-993-0725 with questions.

Please mail or fax to: Park Nicollet Health Services MyChart PO Box 650 Minneapolis, MN 55440-9946 OR Fax to: 952-993-6868

Type of Account—Please indicate which type of account you are requesting by checking ONLY ONE of the boxes below.

1 Individual account request (I (must be 18 years old) want to access my own records in MyChart)
My name: Print name Birthdate
Reactivation request Reason for deactivation:
Signature of patient requesting access to his/her account Date

2 Shared account request (I want to give another adult access to my records in MyChart)
My name: Print name Birthdate
Name of person I want to have access: Print name Birthdate
Signature of patient giving access Date Signature of adult receiving access Date

3 Proxy account request (You must have your own account in order to access another patient's account)
Diminished Cognitive Abilities - Adult accessing record of an adult or record of a child (11 to 18 years old), who has medically documented diminished cognitive abilities.
Parent accessing child under 11 years old
For: Print patient name Birthdate
Due to privacy laws, proxy memberships are not available for minors ages 11 to 17, unless the minor has medically documented diminished cognitive abilities. Proof of guardianship or power of attorney may be required to process a proxy account.
Signature of adult requesting access Birthdate Date

Terms and Agreements

I understand using MyChart is voluntary and I am not required to use MyChart. I understand that access to MyChart is provided by Park Nicollet Health Services as a convenience and that Park Nicollet Health Services has the right to deactivate access to MyChart at any time, for any reason. I may revoke this authorization and deactivate my individual, shared or proxy MyChart membership at any time by written request to: MyChart Services, 6500 Excelsior Blvd., St. Louis Park, MN 55426. Each request to cancel my individual, shared or proxy membership must be received as a separate request. I understand that the revocation will not apply to the information that already has been released in response to this authorization.

Authorization to Release Protected Health Information

I authorize Park Nicollet Health Services to release selected, limited medical information through MyChart to me for personal use. I understand MyChart does not reflect the complete contents of my medical record and that I can obtain a paper copy of my medical record by calling Health Information Management at 952-993-7600. This authorization is valid until revoked in writing by the account holder.

By signing below, I acknowledge that I have read, understand and agree to the terms and agreements for a MyChart account.

Signature of adult requesting or giving access Date

Please allow five to ten business days for processing. You will receive a letter with a one-time access code. Access code is valid for 30 days. You will need your access code to log onto your account. It should not be shared with anyone.

Office Use Only Medical Record Number