



MyChart Account Access

Patients that are 12 years of age or older can have a MyChart account. If the patient is under 12 years of age, the child's chart can only be accessed through proxy access within the parent or legal guardian's MyChart account.

Child Account (0-11 years of age)

If a parent or legal guardian wants to have access to records for their under the age of 12 child, they must first have their own active MyChart account and from within their account, request child proxy access to the child's account. With an active MyChart account or a Bedside tablet, new mothers are automatically granted proxy access to their baby's chart. Once granted proxy access, the parent or legal guardian will have access to their child's chart until the day before the child's 12th birthday.

On their 12th birthday, a child proxy access is automatically updated to a teen proxy access.

Teen Account (12-17 years of age)

By definition and for MyChart purposes, a 12–17-year-old patient is considered a Teen or adolescent. To activate a teen account, staff will send an activation link to the teen's cell phone or email address only. Do not send the activation links to the parent or legal guardian.

To gain Teen Proxy access, the parent or legal guardian needs to request access from within their own MyChart account. Parents or legal guardians with teen proxy access are able to view a subset of information about the teen that includes access to allergies, growth charts, immunizations and preventive care only.

On their 18th birthday, all parent or legal guardianship proxy relationships expire.

Diminished Capacity Proxy (12-17 years of age)

If there is a PCP authorized Diminished Capacity letter on file for a 12–17-year-old, full proxy access can be granted to the parent or legal guardian.

Adult Account (18+ years of age)

Adults are allowed to grant proxy access to other adults. Adult proxy access might be associated with relationship types such as a spouse, aging parent, legal guardian, health care agent and guarantors.



the intended proxy. Patients should understand what potentially sensitive information their parent or other proxy will be able to see and what portions will remain private

Call (320) 240-7897 for assistance with your MyChart account.

May a parent access their child's medical records/MyChart?

Under the Minnesota Health Records Act, a parent may access his or her child's medical records, unless the child is receiving a select subset of services for which parental consent is not required. These services may include any personal medical services to a child that has been married or has given birth, services relating to pregnancy, venereal disease, substance use disorder treatment, abortion, emergency services, and Hepatitis B vaccination.

Because CentraCare/Epic are unable to filter this information out, proxy access is reduced at age 12. The parent still has a right to request copies of their child's records, they just do not have full proxy access to My Chart once their child turns 12.

Parents and guardians have access to their minor children's medical records, unless the minor legally consents for services specifically listed under the Consent of Minors for Health Services statutes (Minn. Stat. §§ 144.341 to 144.347). In that case, parents or guardians do not have access to the minor's health care records without the minor's authorization (Minn. Stat. § 144.291, subd. 2, para. (g)). However, a health professional may inform a minor's parent or guardian of treatment if, in the professional's judgement, failure to inform the parent or guardian would seriously jeopardize the minor's health (Minn. Stat. § 144.346).

**To request copies of a medical record, call CCM Health
HIM-Release of Information at (320) 321-8276**

