

## MyHealth Online - Adult Proxy Access Overview

Adult Proxy Access for [MyHealth Online](#) allows an adult to view portions of another adult's medical record and communicate with the patient's Atrius Health clinicians with specific, written authorization of the adult patient. Viewable components of the medical record include appointments, immunizations, procedures, medications, and test results, including results of STD, HIV, pregnancy and genetic testing.

Adult Proxy Access is terminated when an expiration date specified by the patient is reached, or the patient revokes the proxy's access from their MyHealth Online account.

**Messaging note:** When patients use the MyHealth Online [website](#) to send messages to their provider, the patients can choose whether or not their proxy can view the message (and any response). Alternatively, a proxy can view any message sent by the patient to their provider if the patient did so via the [MyChart app](#).

### Adult Proxy Access Terms and Conditions

- Both the patient and the proxy must complete and sign the Adult Proxy Access Authorization Form (below).
- The proxy must have their own MyHealth Online account, but does not need to be an Atrius Health patient.
- Proxy access can be terminated by the patient at any time on the [MyHealth Online website](#) or by written request.
- Atrius Health can terminate proxy access at any time, for any reason.

### To Obtain Adult Proxy Access for MyHealth Online

- Both the patient and the proxy must complete and sign the Adult Proxy Access Authorization Form (below).
- If the patient is unable to complete this form, please call the administrative office of the site where the patient receives Primary Care.
- The patient or proxy can drop off or mail the form to the administrative office of the site where the patient receives Primary Care.
- Requests are processed within 3-5 business days of receipt.

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For internal use only

## Adult Proxy Access Authorization Form

MyHealth Online Adult Proxy Access to an adult patient's record (18+ years of age)

### PATIENT'S INFORMATION

All fields are required.

Patient's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Gender:  Male  Female  Non-Binary  
 Transgender  Other  
 City, State, Zip: \_\_\_\_\_ Primary Care Physician: \_\_\_\_\_  
 Telephone No: \_\_\_\_\_ Health Site Location: \_\_\_\_\_

Please provide the last 4 digits of patient's Social Security # \_\_\_\_\_  
*The last 4 digits of the social security number is required for authentication purposes and will be stored securely in compliance with applicable laws..*

If you (the patient) do not already have your own MyHealth Online Account, would you like to set one up?  
 Yes  If yes, provide your email address: \_\_\_\_\_  
 No  If you do have your own account, all email notifications of activity in your account will be sent to your proxy.  
 Active  I already have my own MyHealth Online account. You and your proxy will both receive email notifications.

**I AUTHORIZE** Atrius Health to release all MyHealth Online information to the proxy listed below. This authorization will expire on \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yyyy). If I do not indicate a date, this access will not expire without my online or written authorization. A photocopy of this authorization is as valid as the original.

**I have read and understand the MyHealth Online Adult Proxy Access Overview and Terms & Conditions. By my signature, I agree to allow the proxy requestor listed below to obtain access to my MyHealth Online account, including secure patient messaging and all the viewable components of my medical record.**

\_\_\_\_\_  
 Date Patient Signature

### PROXY'S INFORMATION

All fields are required.

Proxy's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Gender:  Male  Female  Non-Binary  
 Transgender  Other  
 City, State, Zip: \_\_\_\_\_ Proxy's Relationship to Patient:  Spouse  Other  
 Telephone No: \_\_\_\_\_ If Other, explain: \_\_\_\_\_

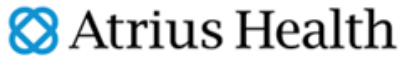
**Proxy's email address (required):** \_\_\_\_\_  
*please print clearly*

Please provide the last 4 digits of proxy's Social Security # \_\_\_\_\_  
*The last 4 digits of the social security number is required for authentication purposes and will be stored securely in compliance with applicable laws.*

Are you an Atrius Health patient? Yes  No   
 Select "Yes" only if you have seen a doctor or other clinician at Atrius Health (Harvard Vanguard, Dedham Medical Associates, Granite Medical Group, or PMG Physician Associates).

**I have read and understood the requirements for accessing the above named patient's MyHealth Online account information and agree to abide by these requirements. I certify that all that all the information I have provided is correct. I hereby request MyHealth Online Adult Proxy Access to the above named patient.**

\_\_\_\_\_  
 Date Signature



## Atrius Health Site Location Information

Please drop off or mail the completed proxy authorization form to the appropriate Administrative office of the patient's primary care physician's office.

Visit [www.atriushealth.org/locations](http://www.atriushealth.org/locations) for more location and department details.

Visit [myhealth.atriushealth.org/proxy](http://myhealth.atriushealth.org/proxy) for current proxy information and authorization forms.

Please call the **patient's primary care provider office** with any questions.

Dedham Medical – Dedham  
Attention: MyHealth Proxy Coordinator  
One Lyons Street  
Dedham MA 02026  
Phone: 781-329-1400

Dedham Medical – Norwood  
Attention: MyHealth Proxy Coordinator  
1177 Providence Highway  
Norwood MA 02062  
Phone: 781-329-1400

Harvard Vanguard - Burlington  
Administration Office  
Attention: MyHealth Proxy Coordinator  
20 Wall Street  
Burlington MA 01803  
Phone: 781-221-2500

Harvard Vanguard – Cambridge  
Administration Office  
Attention: MyHealth Proxy Coordinator  
1611 Cambridge Street  
Cambridge MA 02138  
Phone: 617-661-5500

Harvard Vanguard - Chelmsford  
Administration Office  
Attention: MyHealth Proxy Coordinator  
228 Billerica Road  
Chelmsford MA 01824  
Phone: 978-250-6000

Harvard Vanguard - Chestnut Hill/West Roxbury  
Administration Office  
Attention: MyHealth Proxy Coordinator  
291 Independence Drive  
Chestnut Hill MA 02467  
Phone: 617-541-6600

Harvard Vanguard – Concord  
Administration Office  
Attention: MyHealth Proxy Coordinator  
330 Baker Avenue  
Concord MA 01742  
Phone: 978-287-9300

Harvard Vanguard – Copley  
Attention: MyHealth Proxy Coordinator  
Administration Office  
165 Dartmouth Street  
Boston MA 02116  
Phone: 617-859-5000

Harvard Vanguard – Kenmore  
Administration Office  
Attention: MyHealth Proxy Coordinator  
133 Brookline Avenue  
Boston MA 02215  
Phone: 617-421-1000

Harvard Vanguard – Lynnfield/Peabody  
Administration Office  
Attention: MyHealth Proxy Coordinator  
2 Essex Center Drive  
Peabody MA 01960  
Phone: 978-977-4000

Harvard Vanguard – Medford  
Administration Office  
Attention: MyHealth Proxy Coordinator  
26 City Hall Mall  
Medford MA 02155  
Phone: 781-306-5100

Harvard Vanguard – Needham  
Attention: MyHealth Proxy Coordinator  
100 Second Avenue  
Needham MA 02494  
781-726-4800

Harvard Vanguard – Quincy  
Administration Office  
Attention: MyHealth Proxy Coordinator  
Presidents Place - South Tower  
1250 Hancock Street  
Quincy MA 02169  
Phone: 617-774-0600

Harvard Vanguard – Somerville  
Administration Office  
Attention: MyHealth Proxy Coordinator  
40 Holland Street  
Somerville MA 02144  
Phone: 617-629-6000

Harvard Vanguard – Watertown  
Administration Office  
Attention: MyHealth Proxy Coordinator  
485 Arsenal Street  
Watertown MA 02472  
Phone: 617-972-5100

Harvard Vanguard – Wellesley  
Administration Office  
Attention: MyHealth Proxy Coordinator  
230 Worcester Street  
Wellesley MA 02481  
Phone: 781-431-5400

Plymouth Medical Group – Bourne  
Attention: MyHealth Proxy Coordinator  
2 Technology Park Drive  
Bourne MA 02532  
Phone: 508-743-9543

Plymouth Medical Group – Cordage Park  
Attention: MyHealth Proxy Coordinator  
10 Cordage Park Circle  
Plymouth MA 02360  
Phone: 508-746-2924

Plymouth Medical Group – Court St  
Attention: MyHealth Proxy Coordinator  
362 Court St  
Plymouth MA 02360  
Phone: 508-746-7543

Plymouth Medical Group – Duxbury  
Attention: MyHealth Proxy Coordinator  
20 Tremont St  
Duxbury MA 02360  
Phone: 781-934-0172

Plymouth Medical Group – Kingston  
Attention: MyHealth Proxy Coordinator  
214 Main St  
Kingston MA 02364  
Phone: 781-585-2172

Plymouth Medical Group – Long Pond  
Attention: MyHealth Proxy Coordinator  
110 Long Pond Road  
Plymouth MA 02360  
Phone: 508-746-5351

Plymouth Medical Group – Pine Hills  
Attention: MyHealth Proxy Coordinator  
3 Village Green North  
Plymouth MA 02360  
Phone: 508-224-2224