

Requesting Proxy Access in *My* UnityPoint



By serving as a proxy to another patient you acknowledge and accept the responsibilities and rights associated with proxy designation and must adhere to all applicable laws and regulations. To request access to use MyUnityPoint on behalf of someone else, follow these step-by-step instructions.

- 1 Log in to your MyUnityPoint account
 - a. If you do not have a MyUnityPoint account, you can create an account at **chart.myunitypoint.org**.
- 2 Once logged in, go to "Sharing" section on the drop down menu.
- 3 Select appropriate proxy type (e.g. adult to adult or minor child).
- 4 Fill out the required fields. Please refer to the Proxy Access and Document Requirements for more information.
- 5 Click "Submit Request."

Please note: There is a 3-5 day turnaround time for proxy access to be granted. If you are requesting proxy access for an incapacitated patient, it may take up to 4 weeks.

If you are having trouble accessing or creating a MyUnityPoint account or have questions regarding proxy access, please call (877) 224-4430.



Pediatric

- Ages newborn – 13 years
- Parent/legal guardian have full access
- Appropriate legal documents required for legal guardian access

Limited Teen

- Ages 14-17 years
- Parent/guardian can schedule appointments, send messages, view allergies, immunizations, and access most notes, test results and medications
- Parent/guardian may call the provider's office or UnityPoint Health's Medical Records Office to obtain information not listed in MyUnityPoint
- Appropriate legal documents required for legal guardian access

Teen Connection

- Ages 14-17 years
- Teen has full access to their own record. *This is not proxy access as the teen is accessing their own health information
- Requires parent/legal guardian approval

Incapacitated Patient

- Access for caregivers of patients who are mentally impaired and unable to make their own healthcare decisions
- If you are the healthcare power of attorney or court appointed legal guardian, we must have those documents on file to grant you online access

Adult to Adult

- Invite another adult to have access to your health record

Proxy Access and Document Requirements

If you are the healthcare power of attorney or legal guardian for any patient you're requesting proxy access to, we must have legal documents on file. You can submit legal documents by:

- Fax: (866) 846-7864
- Mail: MyUnityPoint Registration
955 Kacena Road
Hiawatha, IA 52233
- Drop off at the patient's clinic

