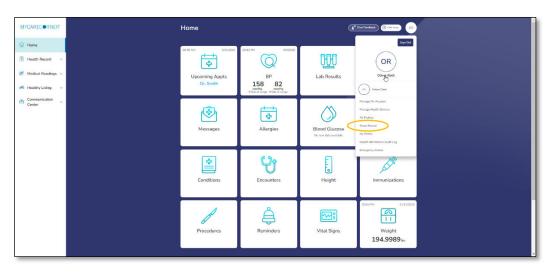
A Patient's Guide: Sharing My Record in MyCareCorner

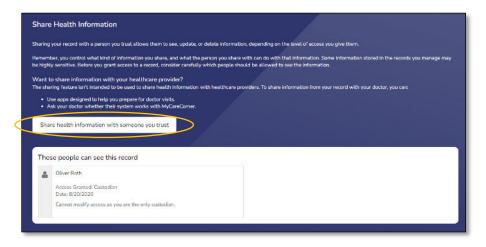
The **Share Record** option in MyCareCorner allows you to share your health record with other people, such as a spouse, parent, or children. Sharing your record allows them to view and update your health information, depending on the level of access you give them. Access can be changed or removed at any time.

Sharing Your Record

- 1. To share your health information, log into MyCareCorner.
- 2. On the home page, click the circle with your initials in it (upper-right corner of the screen) and select **Share Record**.



3. The Share Health Information screen is displayed. Click the **Share health information with someone you trust** button.



 Complete the information on the screen for the person you want to share your health information with. Enter the **Recipient's Email Address**, **Retype the Email Address**, and enter a **Passcode**.



The email recipient will need to enter the passcode to accept your invitation. To protect your invitation, don't email the passcode. Use another method to communicate this information to the recipient.

| Share Health Information | |
|--|----------------------|
| , b | * – mandatory field |
| *Recipient's Email Address | |
| | |
| *Retype Email Address | |
| | |
| *Passcode | |
| (Minimum 4 characters) | |
| The email recipient will need to enter the passcode to accept this invitation. To protect your invitation, don't email the passcode. Use another method to tell it to the recipient passcode, you'll need to recent the invitation with a new one. | t. If you forget the |
| Select Sharing Level | |
| O Read only Means that the person you share with can read your information. Note: Remember that you are also giving the person the right to connect application with the same access level. | ons to your record |
| C Read and modify Means that the person you share with can read, write, update and delete information in your record. Note: Remember that you are also givin right to connect applications to your record with the same access level. | g the person the |
| Custodian Means that the person you share with can read, write, update, delate and share information in your record. Note: Remember that you are also giving right to connect applications to your record with the same access level. | g the person the |
| Send Invitation Cancel | |

- 5. Select the desired sharing level:
 - **Read only –** This means that they can view your information, but cannot make any changes.
 - **Read and modify –** This means that they can view, update, and delete information in your record.
 - **Custodian –** This means that they can view, update, delete, and share your record.
- 6. If you select **Read only** or **Read and Modify**, the Information Types options are displayed.
 - Share all types of information
 - Share only the types of information selected below

| Select Sharing Level | |
|--|-------------|
| O Read only Means that the person you share with can read your information. Note: Remember that you are also giving the person the right to connect applications to with the same access level. | your record |
| Read and modify Means that the person you share with can read, write, update and delete information in your record. Note: Remember that you are also giving the right to connect applications to your record with the same access level. | person the |
| O Custodian Means that the person you share with can read, write, update, delete and share information in your record. Note: Remember that you are also giving the pright to connect applications to your record with the same access level. | person the |
| Information Types | |
| Share all types of information O Share only the types of information selected below | |

Sharing Your MyCareCorner Record

If **Share only the types of information selected below** is selected, the list of information is displayed. Select the types of information that you want to share.

| hare all types of information | | | |
|---|---|-----------------------------------|---|
| hare only the types of information selected below | | | |
| elect/Unselect All | | | |
| Application Specific | ~ | Medical Reports | ~ |
| Appointments | ~ | Medication | ` |
| Health and Wellness | ~ | Nutrition | |
| 🗌 Labs | ~ | Personal Information | ` |
| Medical History | ~ | Surveys, Assessments and Journals | |
| Medical Readings | ~ | | |

7. By default, there is no expiration date for sharing your health information. If the you want to stop sharing on a certain date, click the round button next to the field and enter the date in the **Access Expiration Date** field.

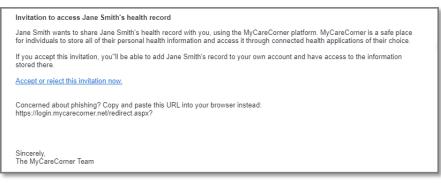
| Ac | cess Expiration Date | |
|----|----------------------|--|
| 0 | | |
| 0 | No expiration date | |

8. Click **Send Invitation**. The recipient will have 24 hours to accept the invitation.

| with the same access level. | | mber that you are also giving the person the right to connect a | |
|--|---|---|--------------------------|
| Read and modify Means that the person you share with right to connect applications to your record with the same a | | iete information in your record. Note: Remember that you are a | lso giving the person th |
| O Custodian Means that the person you share with can rearight to connect applications to your record with the same a | | are information in your record. Note: Remember that you are al | so giving the person th |
| Information Types | | | |
| Share all types of information Share only the types of information selected below | | | |
| Select/Unselect All | | | |
| Application Specific | × | Medical Reports | |
| Appointments | ~ | Medication | |
| Health and Wellness | ~ | Nutrition | |
| 🗖 Labs | × | Personal Information | |
| Medical History | ~ | Surveys, Assessments and Journals | |
| Medical Readings | * | | |
| Access Expiration Date | | | |
| • Marcanny 💼 | | | |
| ○ No expiration date | | | |
| Send Invitation Cancel | | | |

Accepting an Invitation

1. If you are the recipient of an email invitation to access someone's health record in MyCareCorner, click the link in the email to accept the invitation.



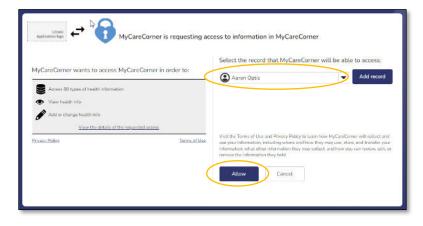
2. Enter the passcode and click **Accept**.



The person sending the invitation will provide you the passcode.

| Share Record | |
|--------------|---|
| | |
| | Click the buttons below to accept or reject thi invitation to get access to Brian Jones 's record |
| | |
| | 1234 |
| | Accept Reject Cancel |

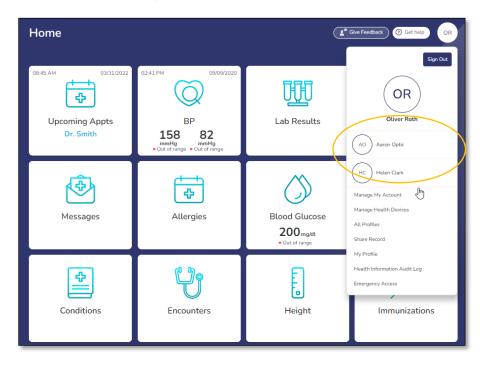
3. A "select the record" window is displayed. Ensure that the appropriate name is displayed in the field. Click **Allow**.



4. The Home page displays all available/shared records. Select the record that you'd like to view.



5. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.



Changing Access to your Record

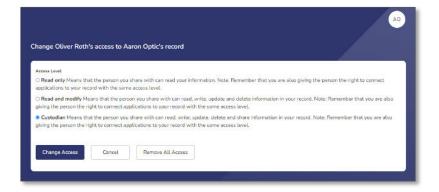
- 1. To change a person's level of access to your health record, log into MyCareCorner.
- 2. On the home page, click the circle with your initials in it (upper-right corner of the screen) and select **Share Record**.

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|--|----------------------------|--|
| Home B Health Recard ∨ Modical Readings ∨ M Healthy Lining ∨ | Upcoming Appts D- Senth | Zab Results. |
| Commission v Center v | Messages Allergie | Ne saur data ana lakar Headth Informatian Austr Ling |
| | Conditions Encount | s Height |
| | Procedures Reminde | s Vital Signs Weight 194,9989 ac |

3. On the Share Health Information screen, locate the person whose access you want to change and click **Change Access**.

| • | | | AO | | | | |
|---------|---|----------|--|--|--|--|--|
| Shar | e Health Information | | | | | | |
| Sharing | your record with a person you trust allows them to see, update, or delete information | n, deper | ding on the level of access you give them. | | | | |
| | ber, you control what kind of information you share, and what the person you share w ly sensitive. Before you grant access to a record, consider carefully which people shou | | | | | | |
| | o share information with your healthcare provider? ring feature isn't intended to be used to share health information with healthcare pro | viders. | To share information from your record with your doctor, you can: | | | | |
| | ise apps designed to help you prepare for doctor visits. ak your doctor whether their system works with MyCareCorner. | | | | | | |
| | re health information with someone you trust | | | | | | |
| | | | | | | | |
| The | These people can see this record | | | | | | |
| 4 | Aaron Optic | 4 | Oliver Roth | | | | |
| | Access Granted: Custodian Date: 6/17/2021 | | Access Granted: Custodian Date: 3/2/2022 | | | | |
| | Change Access | | Change Access | | | | |
| | | | | | | | |

4. On the Change Access screen, make the desired changes to the access level and click **Change Access** or click **Remove All Access** to remove this person's access to your health record.

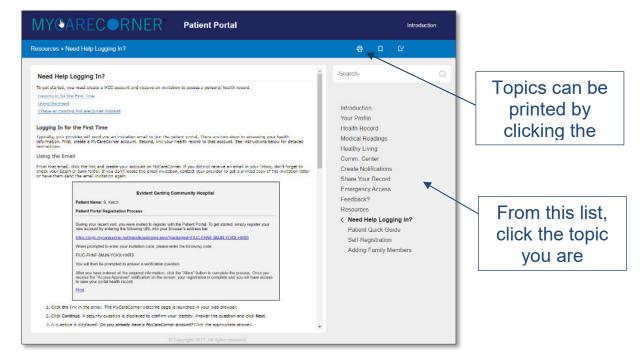


Need More Help?

The MyCareCorner patient portal has application help that can provide you additional guidance on how to perform tasks and access your health record. You can access the application help from two locations:

- From the Login screen, click the **Need Help?** Button.
- From the patient portal, click the **Get Help** button located in the upper right corner of the screen.

| [₽] MYCAREC●RNER [®] | | | | | |
|--|--|--|------------|--|---|
| WELCOME | MYCAREC®RNER* | Home | | <u>(</u> | Give Feedback Set help OR |
| LOGIN/REGISTER If you are a RETURNING USER Click the SIGN IN button to sign in to MyCareCorner. | Image: marked black Image: marke | Welcome Learn how to use MyCareCorrer | 06/22/2021 | 67.39 AM 01/19/2022 BP 115 75 mmHg *In range *In range | 1100 AM 03/21/022 Upcoming Appts Well Patient Visit |
| If you are a NEW USER Click the SIGN UP to create your personal health account. | Ommunication Center | Documents | Encounters | Immunizations | Lab Results |
| Need Help? | | | | | |



Patient Portal Application Help