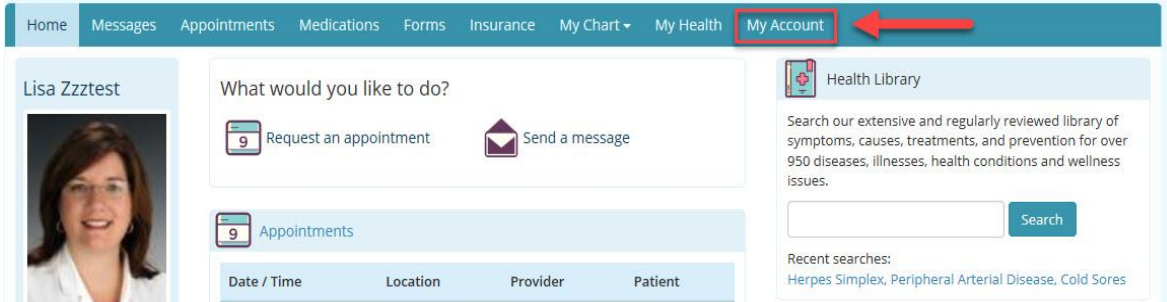


Adding a Proxy (Patients over 18 years old)

The patient can establish Proxy access from their patient portal page.

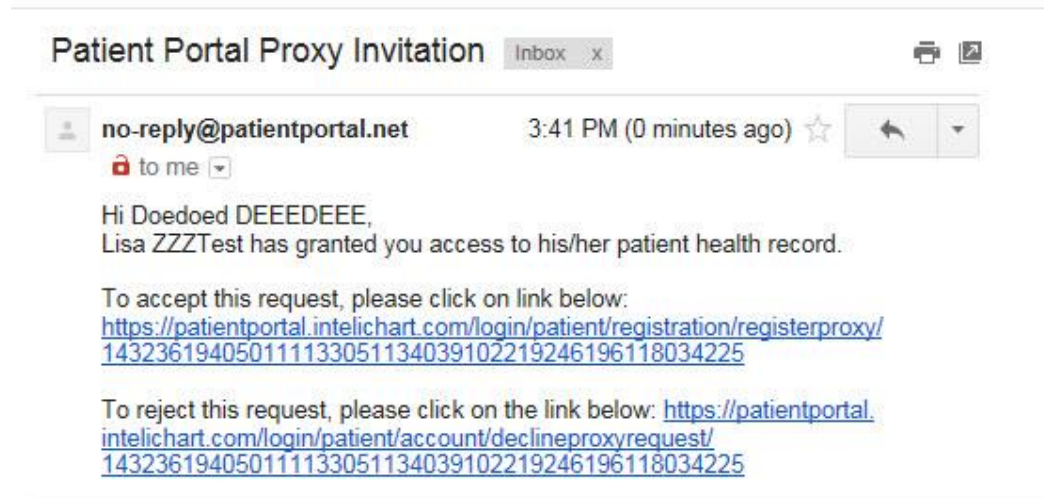
1. Click on My Account tab



- Find **Associated Accounts** section
- Click the **Add a Proxy Account** link
- Enter in **First Name** and **Last Name**
- Enter **Gender**
- Enter **Date of Birth**
- Enter **Cell Phone**
- Enter **Email**
- Enter **Relationship**
- Optional – **End Date**.

A screenshot of the 'Proxy Authorization Form' in a patient portal. At the top, there is a section for 'Associated accounts' with a red arrow pointing to the 'Add a proxy account' link. Below this is the 'Proxy Authorization Form' title and a close button. The form text explains that proxy access allows secure communication on behalf of a patient 18 years or older, and that access is terminated when the patient requests to terminate it or reaches an expiration date. The form is titled 'Add Proxy User information' and contains several input fields: 'First Name', 'Last Name', 'Gender' (radio buttons for Male and Female), 'Date of Birth', 'Cell Phone' (with a note: 'This number will be used for account security. Message and data rates may apply.'), 'Email', 'Relationship' (a dropdown menu with '- Select -'), and 'End Date' (with 'OPTIONAL' next to it). Below the form is a checkbox with the text: 'I have read and understood the Authorization Individual Acceptance Terms and Conditions for allowing access to my online account information and agree to abide by these requirements. I certify that all the information I have provided is correct. I hereby request access for my online account.' A red arrow points to the checkbox. At the bottom right, there are 'Cancel' and 'Submit' buttons, with a red box around the 'Submit' button.

When the patient clicks the **Submit** button the Proxy User will receive an email to accept and verify the proxy access.



If the proxy is not a patient of Wilmington Health, they will be asked to complete the registration form below:

Hi DoeDoeD,

"Lisa ZZZTest" has granted you access to their patient health record. Please complete the registration process to get access to viewing patients' lab results, allow you to set up appointments, pay bills and more.

Almost finished...

Do you already have a Patient Portal account? Yes No

Email

Password
Passwords must be at least 8 characters long.

DateOfBirth

Security Question
For your protection, this will help us verify your identity in the future.

Security Answer

I have read and agree to the [Terms & Conditions](#).

Authorization for Release of Medical Information ✕

You have been granted access to view and/or update the patient record of "Lisa ZZZTest". In order for us to verify your identity, please select the cell phone carrier associated to the number ending in XXX-XXX-3330.

I do NOT want access to Lisa ZZZTest's patient record.


Cell Carrier: ▼

The number above will be used for account security only. Message and data rates may apply.

or close


Home Messages Medications Forms Insurance My Chart ▾ My Health My Account


Doedoed DEEEDEEE



Welcome to the Patient Portal

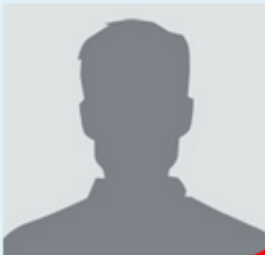
You have access to protected patient information.
 In order to view the patient's full profile use the "Switch Account" link under the user photo.
 If you are a patient at a participating practice or facility you may [enter your PIN here](#).

 Appointments

 Health Library

The Proxy User can access the Patient Portal account for the person that they are a proxy for from the **Switch Account** link on their Patient Portal page.

Calvin R. Test



[Switch account ▾](#)

[IC Self Intelichart](#)