Adding a Proxy (patients over 18 years old)

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

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

_Hi My Doe,_
_Lisa ZZZTest has granted you access to his/her patient health record._

To accept this request, please click on link below:  
_hypertext:_  
https://patientportal.intelchart.com/login/patient/registration/registrproxy/2281421062532532452001451370960571822231280000077

To reject this request, please click on the link below:  
_hypertext:_  
https://patientportal.intelchart.com/login/patient/account/declineproxyrequest/22814210
If the proxy is not a patient of Wilmington Health, they will be asked to complete the Registration form below:

"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  whicpp+lisah@gmail.com

Password  Hide

Passwords must be at least 8 characters long.

DateOfBirth  Month  Day  Year

Security Question  Select a 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.

Registration Successful

Registration was Successful!
Please confirm that this is your email address.

whicpp+lisah@gmail.com

Update Email Address  Confirm

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-6732.

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

Cell Carrier  - Select -

The number above will be used for account security only. Message and data rates may apply.
The Proxy user can access the Patient Portal account for the person they are a proxy for from the **Switch Account** link on their Patient Portal page.