Requesting proxy access for a minor on MyBSWHealth

Manage your family's health, all in one place

Proxy access lets you view and manage another person's healthcare on their behalf, including:

▼ Scheduling in-person and virtual visits
▼ Asking providers questions about their health
▼ Viewing health info, test results and appointments
▼ Filling prescriptions

Note: To use proxy access, you'll need a **MyBSWHealth** account with a linked medical or pharmacy record.

View your current access

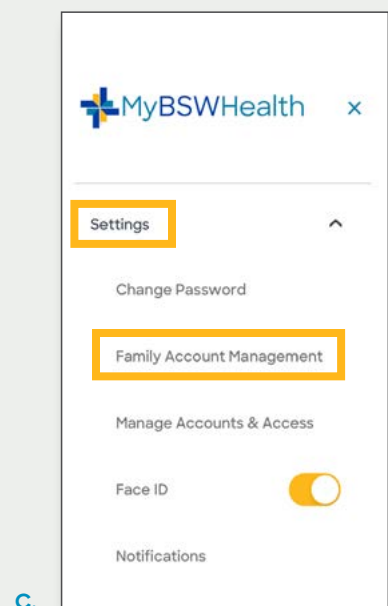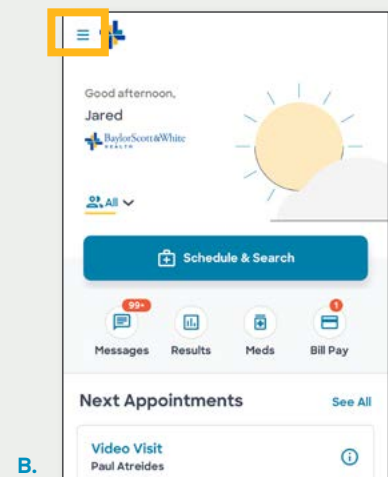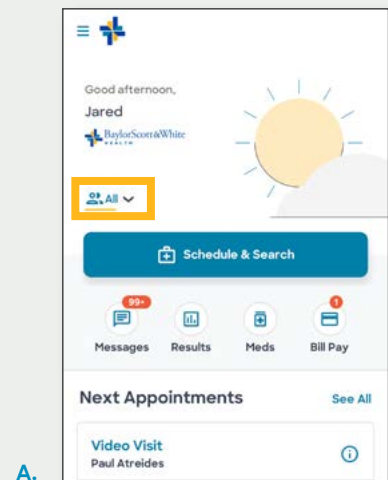To see the accounts that you currently have access to:

▼ Log in to your app
▼ Your main dashboard automatically shows details for you and any proxies.
▼ Click **All** to see a list of accounts and filter your view. (ex. A)

Request access to a minor's information

Use this process to request access to the health information of anyone younger than 18 years old.

1. Go to the main menu ≡ on the top left of your mobile screen. (ex. B)

2. Choose **Settings** and select **Family Account Management**. (ex. C)

A.

B.

C.

3. Select **Request Access** and enter the minor's date of birth.

4. Click **CONTINUE** to confirm access to medical and pharmacy records.

5. Enter the minor's information, including your relationship to the minor. (ex. D)

6. If you selected Parent/Guardian of Child, no documentation is needed.

7. If your relationship is not Parent/Guardian of Child, verify guardianship by uploading documentation. (ex. E)

8. Read and agree to the Terms & Conditions and click **Agree and Submit**.

Your request is now pending approval. Our Health Information Management Department will approve your request to access the minor's medical records, **8:00 AM – 5:00 PM CST.**

Need more help?
MyBSWHealth.com/FAQ

D.

E.