



MyChart Patient and Proxy Guide

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OVERVIEW

MyChart provides you with online access to your medical record. It can help you participate in your healthcare. From MyChart, you can see information including:

- All non-sensitive notes are automatically shared to MyChart (this does not include notes needing cosigned)
- Vital Signs
- Test results are shared to MyChart after a 3 day delay
- Allergies
- Medical History
- Immunizations
- Implants
- Requested Releases of Information
- Medications (that were prescribed at discharge)
- AVS (After Visit Summary)
- Upcoming Tests or Procedures
- Scanned Documents

MYCHART

SIGNING UP FOR MYCHART

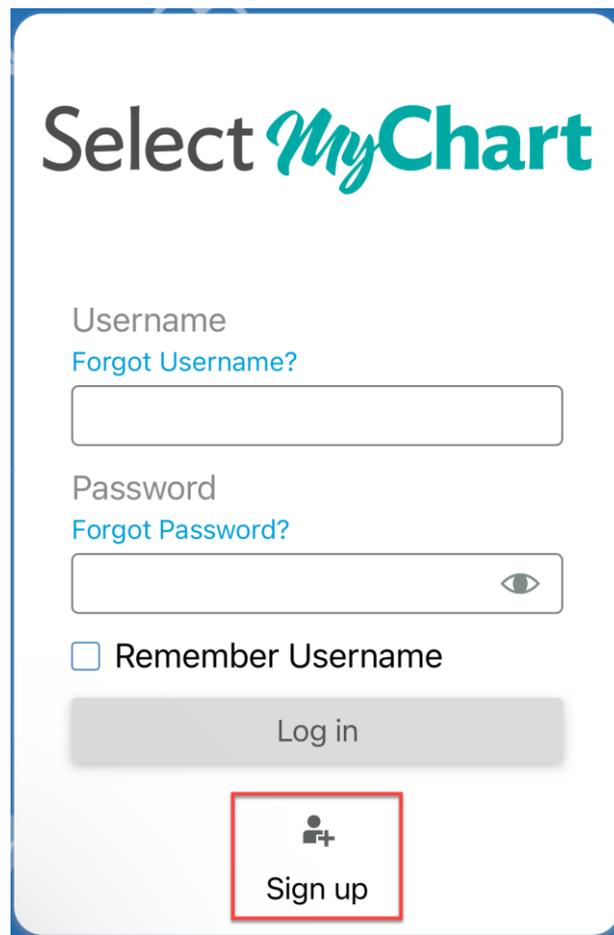
Patients can obtain MyChart access at any time. A personal activation code will be available from the **AVS (After Visit Summary)** at discharge that can be utilized to set up a patient account within two weeks. You are also able to contact the **MyChart Requests Team** at MyChartRequests@selectmedical.com or by phone at **(717) 409-7688** to receive an activation link by email.

To sign up for or access your MyChart account, you can utilize your web browser or you can utilize the MyChart mobile application.

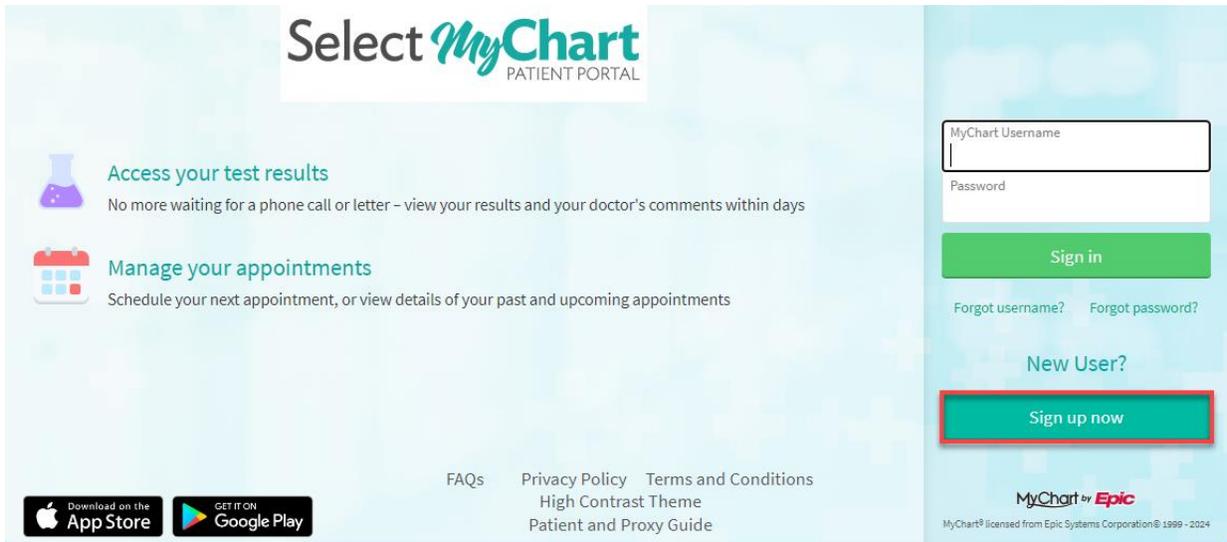
USE YOUR ACTIVATION CODE TO SIGN UP

1. Navigate to the MyChart login page
 - Mobile App: Patients/proxies can download the app by searching “MyChart” on the App Store or Google Play. You would then search “Select Medical” to add the organization.
 - Web Browser: Access <https://mychart.selectmedical.com>

2. Under the **New User?** section, click **Sign up/Sign Up Now**



MyChart Mobile



Web Browser

3. Enter your activation code and other personal verification information

- Social Security Number (Last 4 Digits)
- Date of Birth

4. On the following page you will choose a Username & Password

- All of these items should be something that is not easy to guess but something you will remember
- We recommend writing down what you choose for both fields
- Your Username cannot be changed at any time

Select MyChart

Choose a Username & Password

All fields are required.

Create a MyChart username. You will have to contact your MyChart help desk at your Select Medical Hospital if you ever need to change it, so think of one that is secure and easy to remember.

* MyChart username

Please enter a username.

Create a password. Your password must be different from your MyChart username. For increased security, use a combination of numbers and letters (lowercase and uppercase).

* Password

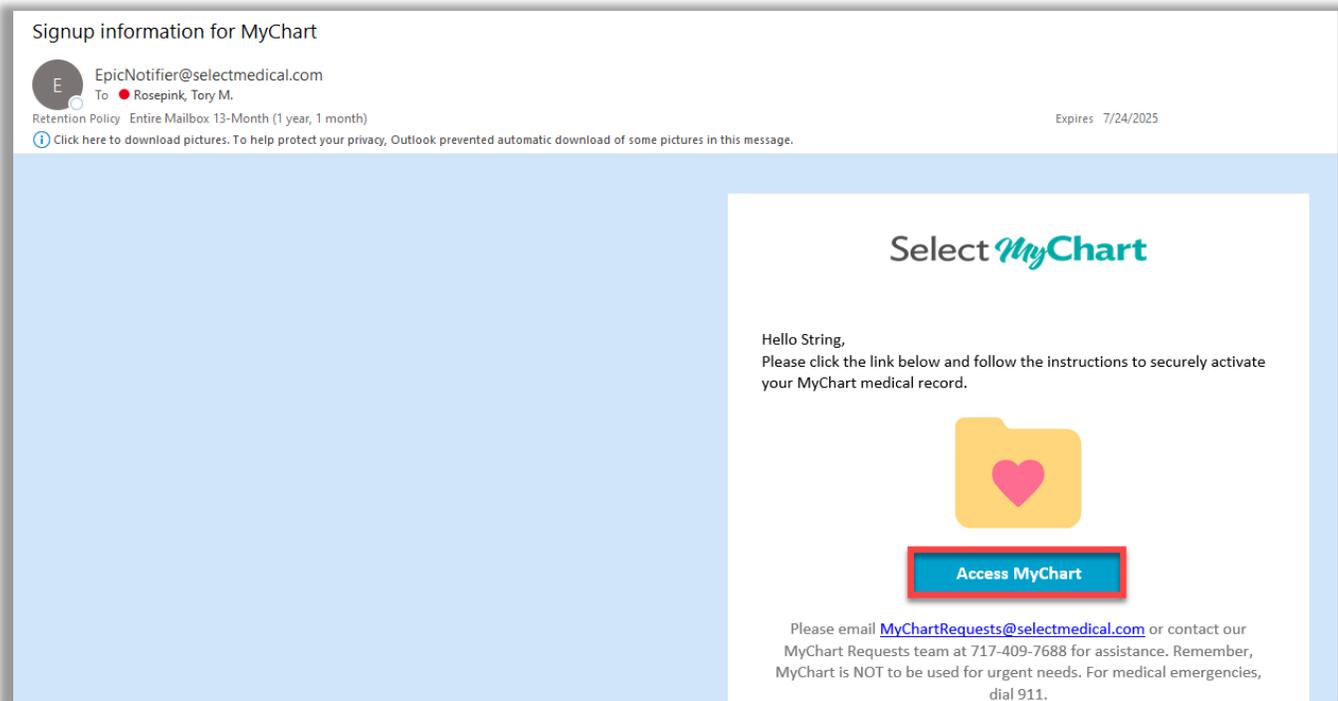
* Retype password

Next

WHAT IF I DON'T HAVE AN ACTIVATION CODE?

Contact the **MyChart Requests Team** at MyChartRequests@selectmedical.com or by phone at **(717) 409-7688** to receive an activation link by email.

1. Navigate to your email inbox
2. You should have received an email from EpicNotifier@selectmedical.com
 - Click **Access MyChart**



3. Choose a Username and create a Password
4. Enter your **Date of birth**
5. Click **Submit**

MyChart Signup

* MyChart username

Show

* Create password

Must contain at least:

- One lowercase letter.
- One uppercase letter.
- One number.
- One special character.

* Date of birth

/
 /

mm
dd
yyyy

Submit

NOTE: In some instances, you may have the ability to activate your Select MyChart Account without HIM intervention. This is possible through MyChart functionality called Happy Together. For this to be a possibility the following conditions have to be true:

- You must have an active MyChart account at an external organization
- You do not have a previous Select Medical MyChart account
- You are admitted to Select Medical
- There is an active Care Everywhere connection with the external organization with which you have a MyChart account

If all of the above conditions are met, the you will see the below message on your MyChart homepage which will guide you through linking your accounts and eventually activating your Select Medical MyChart account:

Have you received care from Select Medical POC? Link your medical records to view them in Select MyChart.



Learn more

PROXY ACCESS

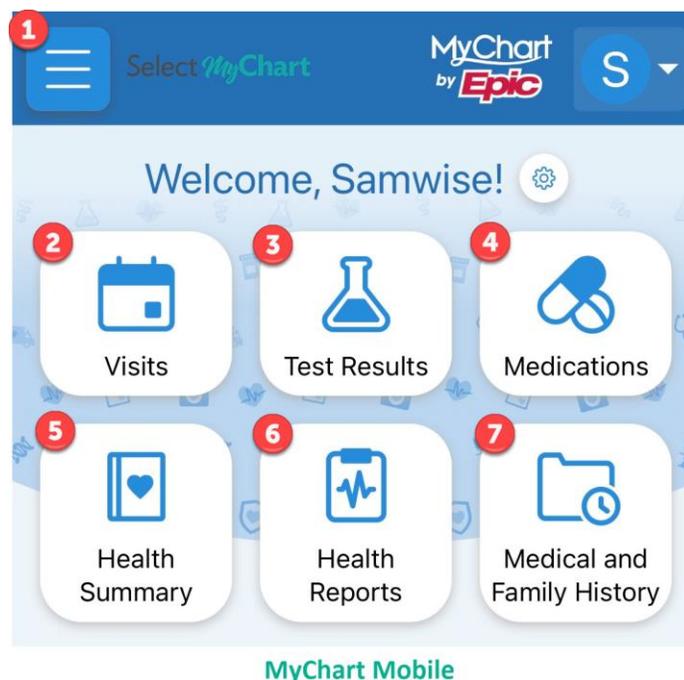
Proxy access allows a family member or guardian to log into their personal MyChart account, and then connect to your health information. To request proxy access for your medical record via MyChart, the proxy can take the following steps:

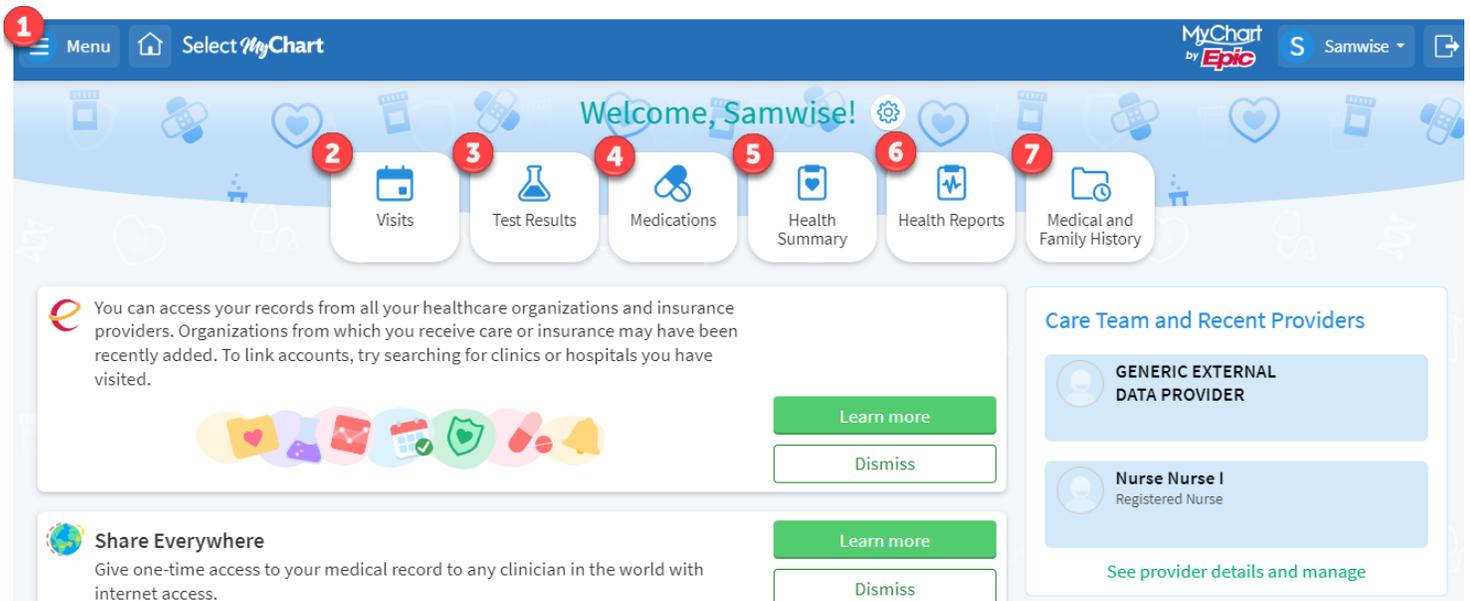
1. Contact our MyChart Requests team at MyChartRequests@selectmedical.com or by phone at (717) 409-7688 for the Patient Access and Authorization Form for Proxy or you can download the Patient Access form below.
 - [Patient Access Form – English](#)
 - [Patient Access Form - Spanish](#)
2. Return the completed Patient Access form by email at MyChartRequests@selectmedical.com or by fax to (717) 980-2370.
3. We will review the request, and the proxy will receive an email from EpicNotifier@selectmedical.com with a link to set up an account.

NOTE: When a patient is discharged as deceased, the patient and any associated proxy accounts are automatically inactivated. If you had proxy access to a MyChart account of a patient that has passed away, please reach out to the MyChart Requests team at MyChartRequests@selectmedical.com or by phone at (717) 409-7688 to reactivate your proxy account.

LOGIN TO MYCHART AND VIEW YOUR RECORDS

On the Login page, enter the username and password you just selected and click **Sign In**. After logging in, you will be brought to your home screen.





Web Browser

1. From the **Menu** button, you can navigate throughout all of MyChart, accessing your care team, your record, share your record, view any upcoming tests or procedures, view any scanned documents, explore extra resources, and see your account settings.
2. **Visits** shows you both upcoming visits as well as all past visits. From here you can also view notes placed by your physician.
3. **Test Results** will display all of your laboratory results. The results will appear three days after they are completed. You can search and filter your results. If you need a copy of past test results, select the specific test result and select the Download tab to save a pdf copy of your previous results.
4. **Medications** will display all medications you have on file.
5. **Health Summary** shows you a succinct view of current health issues, medications, allergies, and immunizations that you have on file.
6. **Health Reports** will display reports that are available to you in regards to your Health Trends.
7. **Medical and Family History** will display Medical History on file. This includes Medical History, Surgical History, Family Medical History, Family Status, Social History, and information regarding Tobacco and Alcohol Use.

DOWNLOADING YOUR REQUESTED RECORDS

If you've requested your medical records from the HIM staff at your hospital, they will be sent to MyChart in the **Document Center**.

1. Click the **Menu** button.
2. Click **Document Center** under the My Record section.
3. To download records you specifically requested, choose the **Requested Records** option.



View, Download, or Send Visit Records

These include details such as:

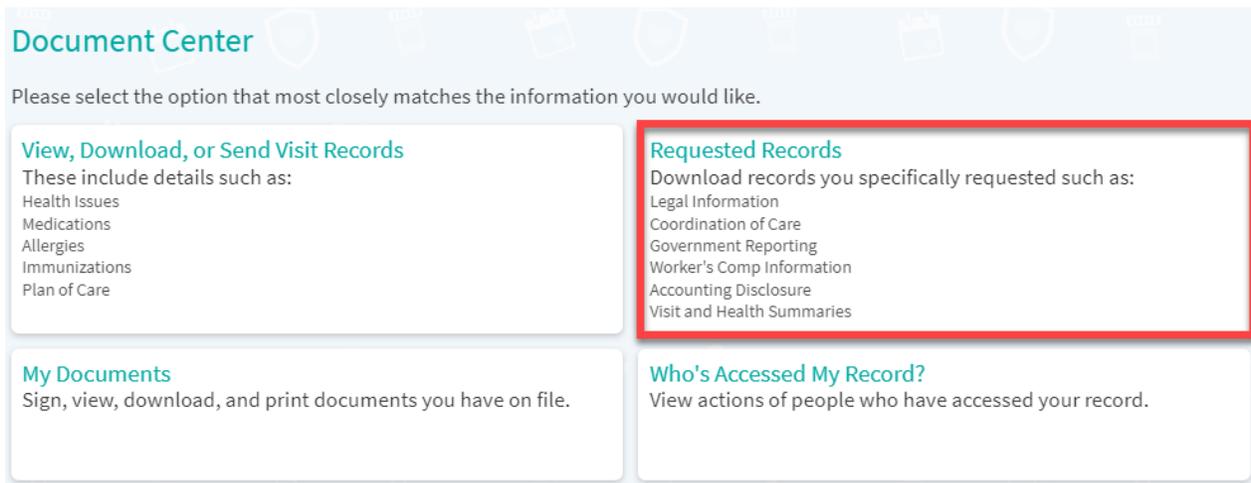
- Health Issues
- Medications
- Allergies
- Immunizations
- Plan of Care

Requested Records

Download records you specifically requested such as:

- Legal Information
- Coordination of Care
- Government Reporting
- Worker's Comp Information
- Accounting Disclosure
- Visit and Health Summaries

MyChart Mobile



Web Browser

4. Click **Download**.

Back Select MyChart | MyChart by Epic Close

S Requested Records ⋮

If you've previously requested medical records, they'll be available for download here.

[How to Access Your Files](#) ▾

[Recently Requested Records](#) ▲

Formal copy of your health record ⓘ

Requested Record.pdf
This document contains information released to you by HIM, per your recent request.
Requested 06/25/2024
Expires 07/10/2024 6:37 AM

Download

[Past Records \(0\)](#) ▾

MyChart Mobile

Requested Records

If you've previously requested medical records, they'll be available for download here.

[How to Access Your Files](#) ▾

[Recently Requested Records](#) ▲

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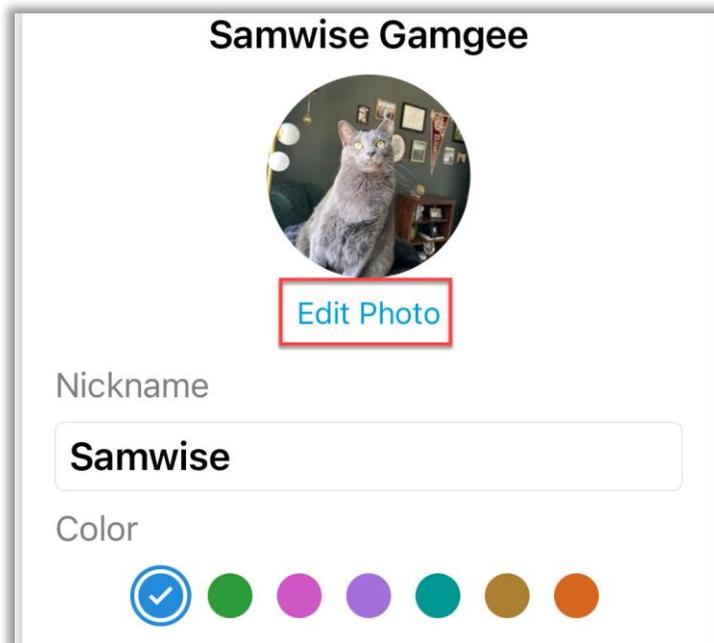
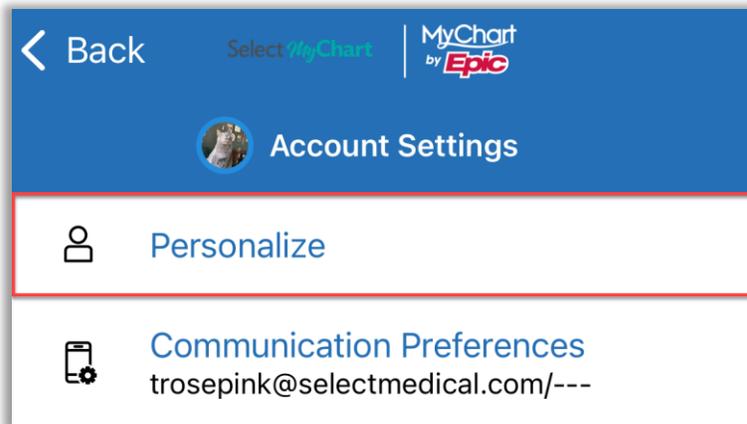
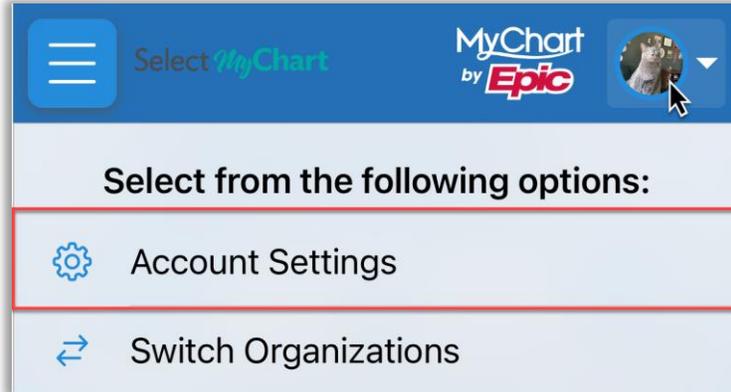
Web Browser

UPLOAD YOUR PICTURE IN MYCHART

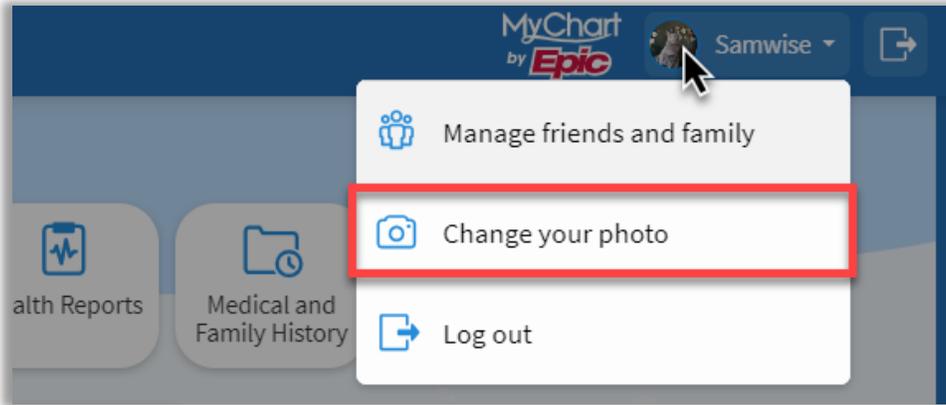
You or your assigned proxy can upload pictures to your MyChart account by following these steps:

1. Log into your MyChart account

2. Click the dropdown by the patient’s name under the Log out button on the top right of your screen.
3. The workflows will differ slightly depending on whether you are logged into MyChart with the Mobile App or the Web Browser
 - **MyChart Mobile:** Select the Account Settings option → Click Personalize → Click Edit Photo → Choose your photo from your device and upload. This will update the photo in your profile.



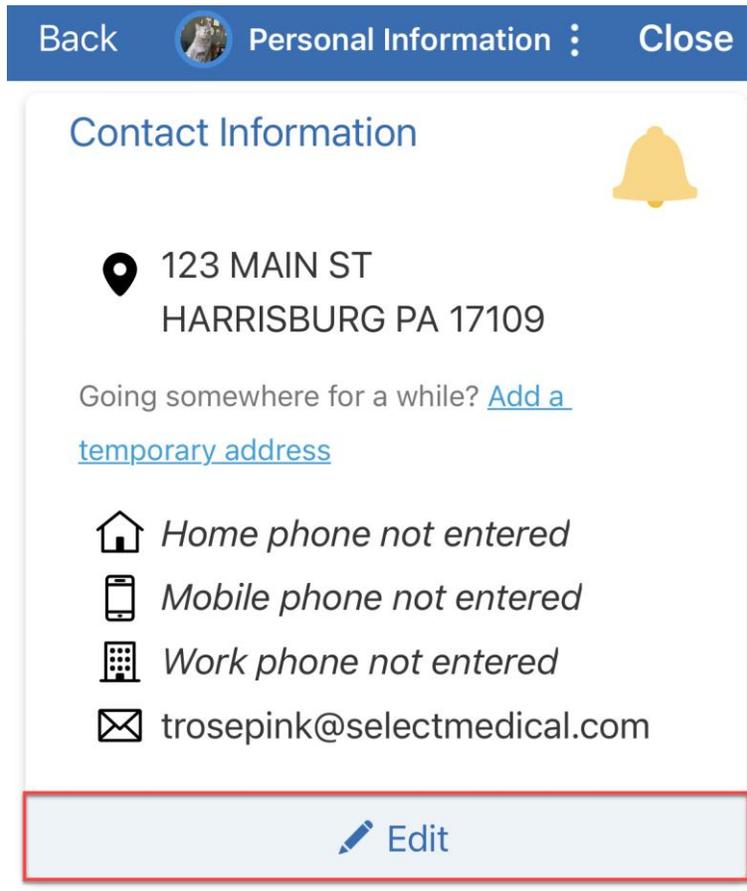
- **Web Browser:** Select the Change Your Photo option, choose your photo from your device and upload, this will update the photo in your profile.



UPDATE PERSONAL INFORMATION

You can edit the phone number and email address you have linked to your account

1. From the **Menu**, click **Personal Information** under the **Account Settings** section.
2. Click **Edit**.
 - Remember to click **Save Changes** after you finish editing your information.



MyChart Mobile

Personal Information

Please enter contact and personal information here, and click **Save Changes** to send a message to the clinic. Allow 24 hours for the information to be updated in the legal medical record.

*Indicates a required field.

Contact Information

123 MAIN ST
HARRISBURG PA 17109

Home phone not entered

Going somewhere for a while? [Add a temporary address](#)

Mobile phone not entered

Work phone not entered

trosepink@selectmedical.com

[Edit](#)

Details About Me

You can call your Select Medical Hospital to update this information.

Preferred First Name ⁱ
Not entered

Legal Sex ⁱ
Male

Gender Identity
Not entered

Sex Assigned at Birth
Not entered

Sexual Orientation
Not entered

Web Browser

3. You can edit your MyChart Password.

- **MyChart Mobile:** From the **Menu**, click **Account Settings** under the **Account Settings** section.
 - Click **Change Password**
- **Web Browser:** From the **Menu**, click **Security Settings** under the **Account Settings** section.
- Fill in your current password.
- Fill in your new desired password in both the **New Password** and **Confirm New** fields.
- Click **Submit/Save Password**.

Change Password

Your password must be different than your username. For increased security, use a combination of numbers and letters (lowercase and uppercase).

Current Password

New Password

Confirm New Password

Submit

MyChart Mobile

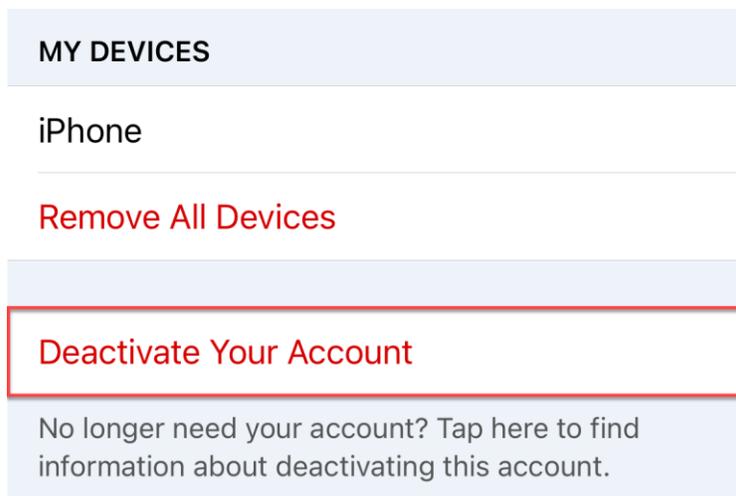


Web Browser

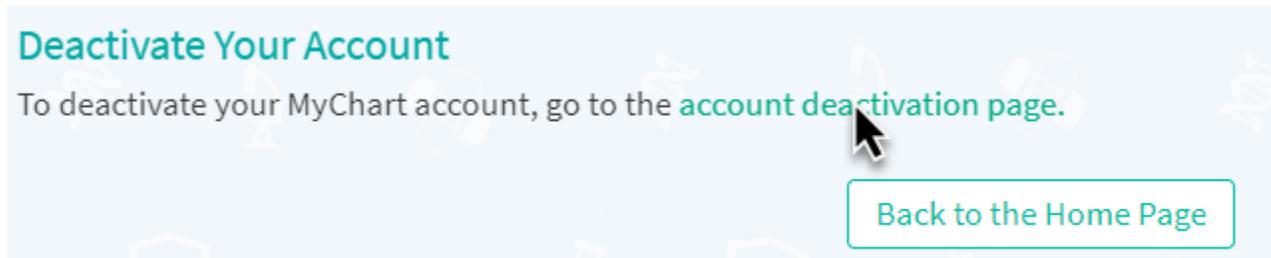
DEACTIVATING YOUR MYCHART ACCOUNT

You are also able to deactivate your MyChart account if ever necessary.

1. Click **Menu**
2. The workflows will differ slightly depending on whether you are logged into MyChart with the Mobile App or the Web Browser
 - **MyChart Mobile:** Click **Account Settings** → Click **Deactivate Your Account**
 - **Web Browser:** Click **Security Settings** → Click the **account deactivation page** link



MyChart Mobile



Web Browser

3. Click **Deactivate**

LINK TWO MYCHART ACCOUNTS

You may have two different MyCharts accounts if you have already signed up for MyChart with a different organization. You can link previous MyChart accounts with your new Select Medical MyChart account so you can see everything from the same place

1. From the **Menu**, click **Link my Accounts** under the “Sharing” section
2. Search for the organization you have a MyChart account with using the search box and select it

Discover accounts to link



3. This will bring you to a new webpage with that will ask you to log in to the other organization’s MyChart
4. Login using your credentials for the outside organization and your accounts will be linked