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.

hare Health Information	
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*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. If you f passcode, you'll need to resend the invitation with a new one.	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 applications to y with the same access level.	our 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 peright to connect applications to your record with the same access level.	erson 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 peright to connect applications to your record with the same access level.	rson 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	
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Information Types	
Share all types of information 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.

~	Medical Reports	~
~	Medication	~
~	Nutrition	~
~	Personal Information	~
~	Surveys, Assessments and Journals	~
~		
	 <td></td>	

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.

Read and modify Means that the person you share with can	read write undate and de	ate information in your record. Note: Demember that you are als	so obvios the person the			
Read and modify Means that the person you share with can read, write, update and detete information in your record, Note: Remember that you are also giving the person the right to connect applications to your record with the same access level.						
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Information Types						
O 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						
○ No expiration date						

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.

MYCAREC ORNER*	
Share Record	Click the buttons below to accept or reject this invitation to get access to Brian Jones's record .
	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**.

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

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Shar	e Health Information		
Sharing	your record with a person you trust allows them to see, update, or delete information	n, deper	iding on the level of access you give them.
Remen be high	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	vith can Ild be a	do with that information. Some information stored in the records you manage may lowed to see the information.
Want The sh	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. sk your doctor whether their system works with MyCareCorner.		
Sha	re health information with someone you trust		
The	se 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	MYCARECORNER*	k	Home		(1 °)	Sive Feedback 🞯 Get help OR
LOGIN/REGISTER If you are a RETURNING USER Click the SIGN IN button to sign in to MyCareCorner. SIGN IN	→ Home → → → → → Medical Readings → → Healthy Living →		Welcome Learn how to use MyCareCorner	0634 AM 06/22/2021	07:39 AM 01/19/2022	1100 AM Upcoming Appts Well Patient Visit
If you are a NEW USER Click the SIGN UP to create your personal health account. SIGN UP	Communication Center		Documents	Encounters	Immunizations	Lab Results
Need Help?						



Patient Portal Application Help