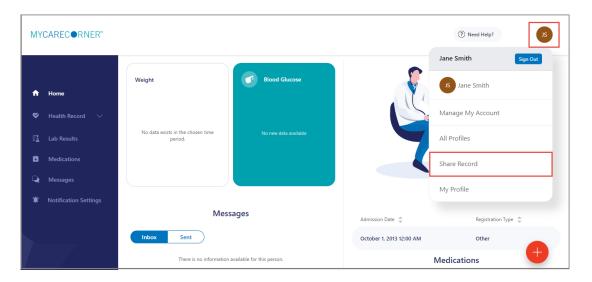
## A Patient's Guide: Sharing My Record in MyCareCorner

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.

| nare          | Health Information  |
|---------------|---|
| ring you      | r record with a person you trust allows them to see, update, or delete information, depending on the level of access you give them.   |
|               | you control what kind of information you share, and what the person you share with can do with that information. Some information stored in the records you manage may be<br>tive. Before you grant access to a record, consider carefully which people should be allowed to see the information. |
| sharing Use a | are information with your healthcare provider?<br>feature isn't intended to be used to share health information with healthcare providers. To share information from your record with your doctor, you can:<br>pps designed to help you prepare for doctor visits.                                |
|               | our doctor whether their system works with MyCareCorner.  |
|               |   |
|               | e people can see this record  |
|               | a people can see this record Jane Smith Access Granted: Custodian   |
|               | Jane Smith  |

4. Complete the information on the screen for the person you want to share your health information with. For detailed instructions, see **Steps 5 – 9** below.

| Share Health Informatio   |  |
|---|--|
|   | /11  |
|   |  |
|   | * = mandatory field  |
| *Recipient's Email Address  |  |
|   |  |
| *Retype Email Address   |  |
|   |  |
|   |  |
| *Passcode   |  |
|   | (Minimum 4 characters)   |
| The email recipient will need to enter the passcode to<br>resend the invitation with a new one. | accept this invitation. To protect your invitation, don't email the passcode. Use another method to tell it to the recipient. If you forget the passcode, you'll need to |
|   |  |
| Select Sharing Level<br>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 your record with                                 |
| the same access level.  | ,  |
| Read and modify Means that the person ye<br>connect applications to your record with the sa     | ou share with can read, write, update and delete information in your record. Note: Remember that you are also giving the person the right to<br>me access level.         |
| Custodian Means that the person you share<br>connect applications to your record with the sa    | with can read, write, update, delete and share information in your record. Note: Remember that you are also giving the person the right to<br>me access level.           |
| Information Types   |  |
| Share all types of information  |  |
| Share only the types of information selected  | below  |
| Access Expiration Date  |  |
| MM/DD/YYYY  |  |
| No expiration date  |  |
|   |  |
| Send Invitation Cancel  |  |
|   |  |

5. 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 inviation, don't email the passcode. Use another method to communicate this information to the recipient.

|   | * = mandatory field  |
|---|--|
| *Recipient's Email Address  |  |
| smith12m@yahoo.com  |  |
| *Retype Email Address   |  |
| smith12m@yahoo.com  |  |
| *Passcode   |  |
| 1234  | (Minimum 4 characters)   |
| The email recipient will need to enter the passcode to<br>resend the invitation with a new one. | o accept this invitation. To protect your invitation, don't email the passcode. Use another method to tell it to the recipient. If you forget the passcode, you'll need to |

6. Select the Sharing Level. Options are: Read only, Read and modify, and Custodian.

| Select Sharing Level   |
|--|
| 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 your record with the same access level.  |
| 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 person the right to connect applications to your record with the same access level.  |
| 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 person the right to connect applications to your record with the same access level. |
|  |

7. Select the Information Types. Options are: Share all types of information and Share only the types of information selected below.

| Information Types                                  |
|--|
| Share all types of information                     |
| Share only the types of information selected below |

If **Share only the types of information selected below** is selected, unselect the types of information you do not want to share.

| Information Types                                  |   |                                   |   |
|--|---|-----------------------------------|---|
| 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                                   | ~ |                                   |   |
| as medical readings                                |   |                                   |   |
|  |   |                                   |   |

8. By default, there is no expiration date for sharing your health information. If the you want to stop sharing on a certain date, enter the date in the **Access Expiration Date** field.

| Access Expiration Date |           |
|------------------------|-----------|
| MM/DD/YYYY             | <b>**</b> |
| No expiration date     |           |

9. Click Send Invitation, to send the invitation. The recipient will have 24 hours to accept the invitation.

| Г | Send Invitation | Cancel |  |
|---|-----------------|--------|--|
| Ľ |                 |        |  |

## 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.

| Invitation to access Jane Smith's health record   |  |
|---|--|
| Jane Smith wants to share Jane Smith's health record with you, using the MyCareCorner platform. MyCareCorner is a safe place for individuals to store all of their personal health information and access it through connected health applications of their choice. |  |
| If you accept this invitation, you"II be able to add Jane Smith's record to your own account and have access to the information stored there.   |  |
| Accept or reject this invitation now.   |  |
| Concerned about phishing? Copy and paste this URL into your browser instead:<br>https://login.mycarecorner.net/redirect.aspx?   |  |
| Sincerely,<br>The MyCareCorner Team   |  |

2. Enter the passcode and click Accept.



The person sending the invitaiton will provide you the passcode.

| C | lick the buttons below to accept or reject this invitation to get access to Jane Smith's record. |  |
|---|--|--|
|   | Enter passcode to accept the invitation  |  |
| [ | Accept Reject Cancel   |  |
|   |  |  |

3. A message indicating the health record was successfully added to your authorized records is displayed. Click **Go to Home**.

| This record is successfully added to your authorized records |
|--|
| Go to Home   |
|  |

4. The Information Transfer page is displayed. Select the person's record who is sharing their health information with you from the drop-down list. Then, click **Allow**.

| YCAREC®RNER"                                       |   |
|--|---|
| MyPortal is requesting access to in                | formation in MyCareCorner   |
| MyPortal wants to access MyCareCorner in order to: | Select the record that MyPortal will be able to access:   |
| Access 87 types of health information              | ② Jane Smith  |
| View health info                                   |   |
| Add or change health info                          |   |
| View the details of the repuested access           |   |
| Physics, Bolicy Terms of                           |   |
|  | Visit the Terms of Use and Privacy Policy to learn how MyRenal will collect and use your information, including where and how they may<br>use, store, and transfer your information; what other information they may collect and how you can review, edit, or remove the informat<br>they hold. |
|  | Allow Cancel  |
|  |   |

5. As the Patient Dashboard is displayed, a **Your Data is Loading message** is displayed. Once the message disappears, refresh your browser and the person's record will be displayed.



6. 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.

| MY         | CARECORNER"           |   |                           |                         | ⑦ Need Help?        |
|------------|-----------------------|---|---------------------------|-------------------------|---------------------|
|            |                       |   |                           |                         | Jane Smith Sign Out |
| ÷          | Home                  | Weight                                    | Blood Glucose             |                         | Jane Smith          |
| \$         |                       |   |                           | LS.                     | Maria Smith         |
| 5 <u>4</u> |                       | No data exists in the chosen time period. | No new data available     |                         | Manage My Account   |
| Ċ          | Medications           |   |                           |                         | All Profiles        |
| 2          |                       |   |                           |                         | Share Record        |
| ۲          | Notification Settings |   |                           |                         |                     |
|            |                       | Messages                                  |                           | Admission Date 👙        | My Profile          |
| 7          |                       | Inbox Sent                                |                           | March 23, 2020 03:17 PM | AMB (ambulatory)    |
|            |                       | There is no information a                 | vailable for this person. |                         | Medications         |

## **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**.

| MY( | CARECORNER" |  |               |                          | ? Need Help?        |  |
|-----|-------------|--|---------------|--------------------------|---------------------|--|
|     |             |  |               |                          | Jane Smith Sign Out |  |
| ħ   | Home        | Weight   | Blood Glucose |                          | Jane Smith          |  |
| *   |             |  |               | S                        | Manage My Account   |  |
|     |             | No data exists in the chosen time<br>period.       |               |                          | All Profiles        |  |
| ŝ   |             |  |               |                          | Share Record        |  |
| 2   |             |  |               |                          | My Profile          |  |
| ŧ,  |             |  |               |                          |                     |  |
|     |             | Messag   | Jes           | Admission Date 🌲         | Registration Type 🍦 |  |
|     |             | Inbox Sent   |               | October 1, 2013 12:00 AM | Other               |  |
|     |             | There is no information available for this person. |               | M                        | Medications         |  |

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

| are                                       | Health Information   |   |       |
|---|--|---|-------|
| iure                                      |  |   |       |
| ring yo                                   | ur record with a person you trust allows them to see, update, or de  | ete information, depending on the level of access you give them.  |       |
|   | r, you control what kind of information you share, and what the per<br>sitive. Before you grant access to a record, consider carefully which | on you share with can do with that information. Some information stored in the records you manage<br>seople should be allowed to see the information. | 2 may |
|   | share information with your healthcare provider?<br>a feature isn't intended to be used to share health information with                     | healthcare providers. To share information from your record with your doctor, you can:  |       |
|   |  | ······································  |       |
|   | apps designed to help you prepare for doctor visits.   |   |       |
|   | apps designed to help you prepare for doctor visits.<br>your doctor whether their system works with MyCareCorner.                            |   |       |
| Ask                                       |  |   |       |
| Ask                                       | your doctor whether their system works with MyCareCorner.  |   |       |
| <ul> <li>Ask;</li> <li>Share h</li> </ul> | your doctor whether their system works with MyCareCorner,<br>eaith information with someone you trust >                                      |   |       |
| <ul> <li>Ask;</li> <li>Share h</li> </ul> | your doctor whether their system works with MyCareCorner.  |   |       |
| <ul> <li>Ask;</li> <li>Share h</li> </ul> | your doctor whether their system works with MyCareCorner,<br>eaith information with someone you trust >                                      | 🛓 Maria Smith   |       |
| Ask:<br>Share h Thes                      | your doctor whether their system works with MyCareCorner.<br>wealth information with someone you trust >                                     | Maria Smith     Access Granted Read only     Deta 3/02/020  |       |

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.

| Access Level   |   |
|--|---|
| Read only Means that same access level.  | the person you share with can read your information. Note: Remember that you are also giving the person the right to connect applications to your record with th  |
|  | ns that the person you share with can read, write, update and delete information in your record. Note: Remember that you are also giving the person the right to<br>ur record with the same access level. |
| connect applications to yo   | the person you share with can read, write, update, delete and share information in your record. Note: Remember that you are also giving the person the right to<br>ur record with the same access level.  |
| Information Types  |   |
| <ul> <li>Share all types of inforr</li> <li>Share only the types of</li> </ul> | nation<br>information selected below  |
| Access Expiration Date   |   |
| MM/DD/YYYY   | <b>m</b>  |
|  |   |