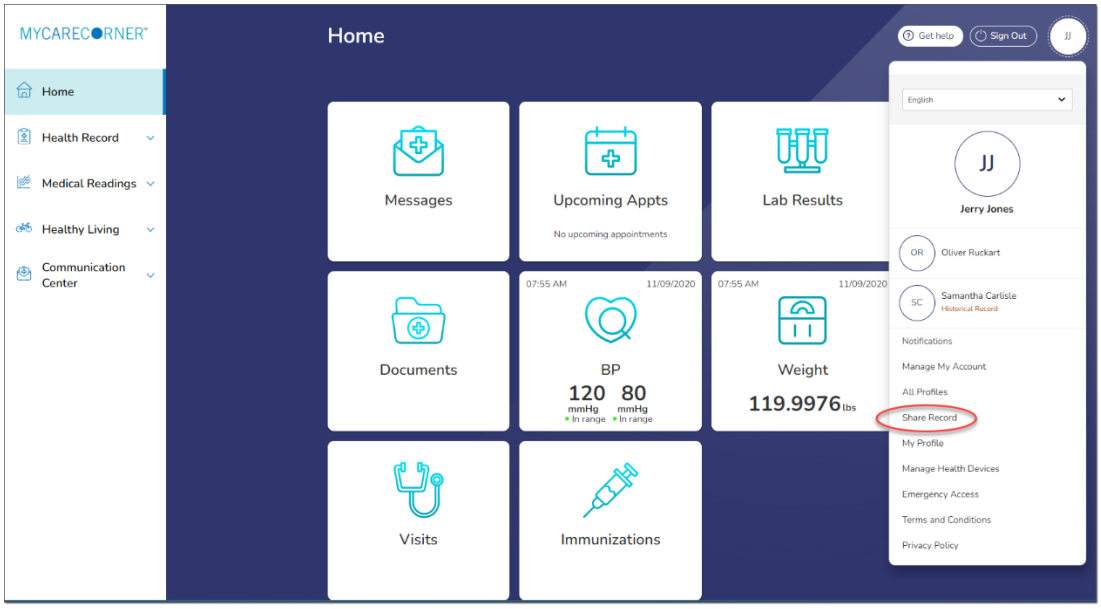
A Patient's Guide: Sharing My Record in MyCareCorner

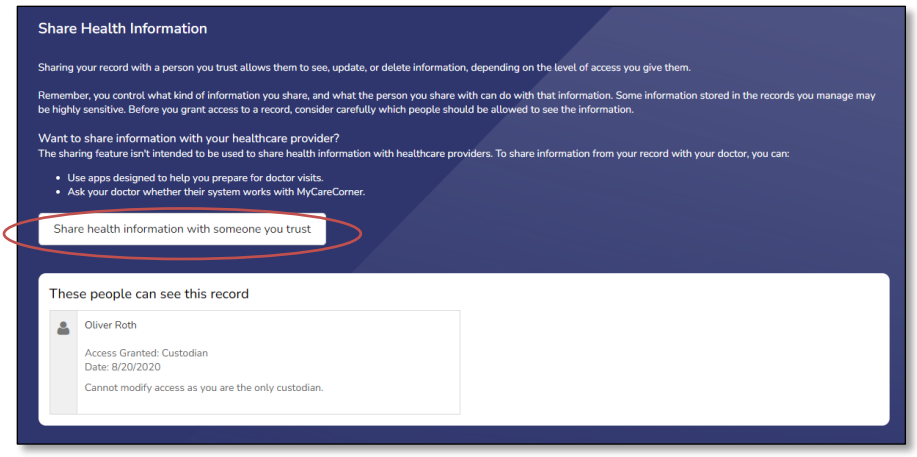
The **Share Record** option in MyCareCorner allows you to share your health record with other people, such as a spouse, parent, or children. Sharing your record allows them to view and update your health information, depending on the level of access you give them. Access can be changed or removed at 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**.

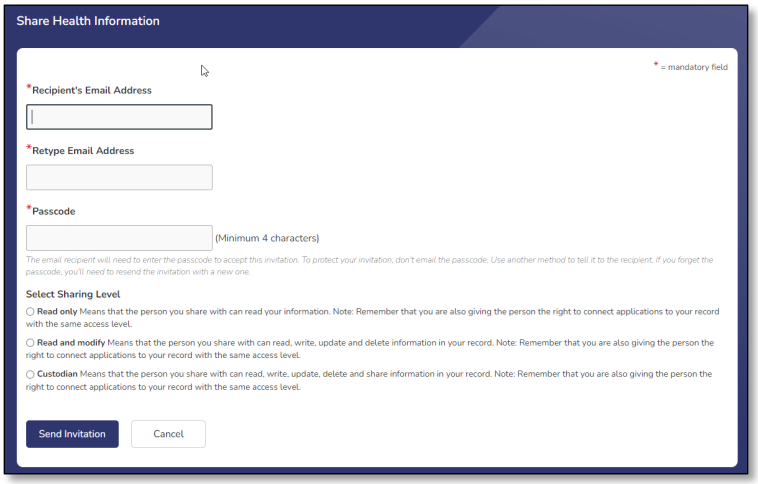


3. The Share Health Information screen is displayed. Click the **Share health information with someone you trust** button.



4. 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.

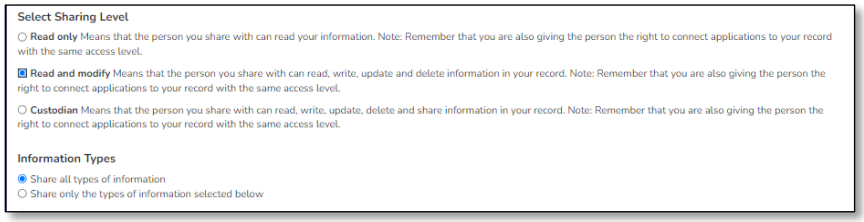


5. Select the desired sharing level:

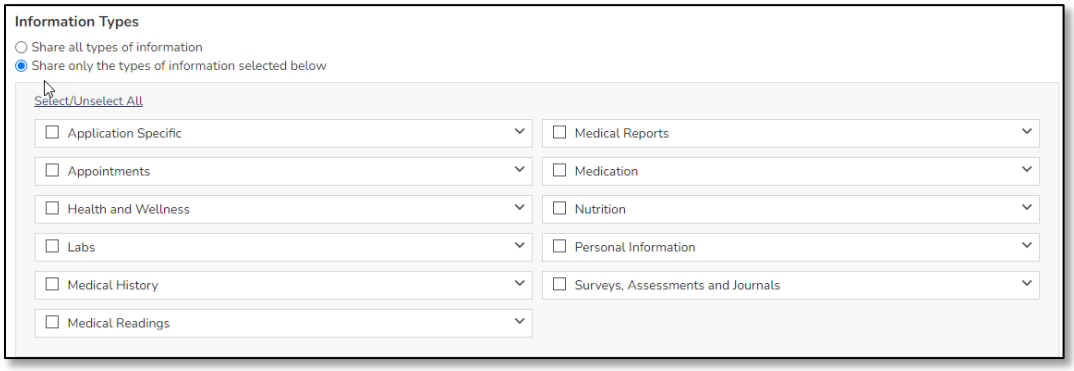
   - **Read only –** This means that they can view your information, but cannot make any changes.
   - **Read and modify –** This means that they can view, update, and delete information in your record.
   - **Custodian –** This means that they can view, update, delete, and share your record.

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**

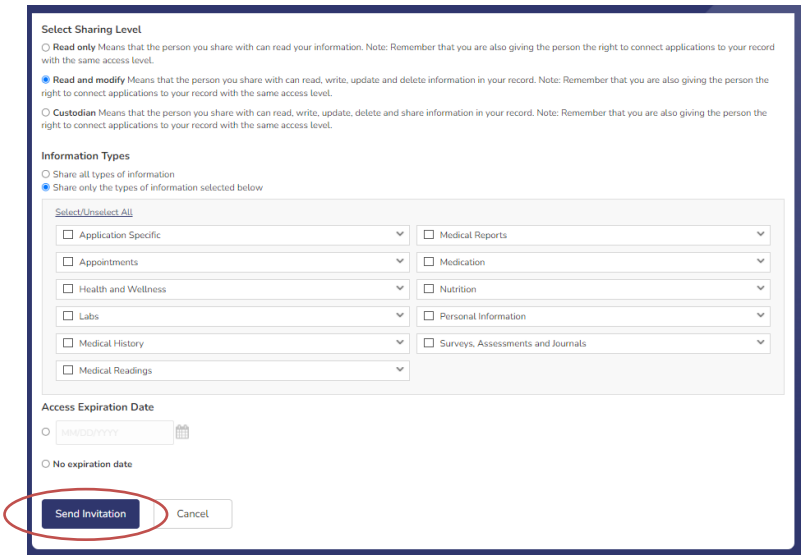


If **Share only the types of information selected below** is selected, the list of information is displayed. Select the types of information that you want to share.



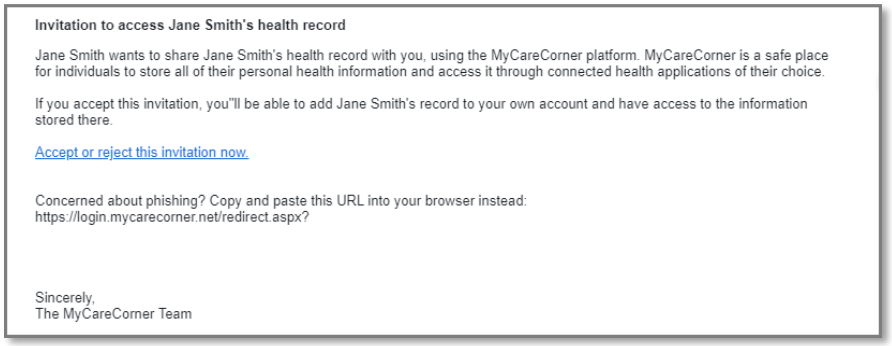
7. By default, there is no expiration date for sharing your health information. If the you want to stop sharing on a certain date, click the round button next to the field and enter the date in the **Access Expiration Date** field.

8. Click **Send Invitation**. The recipient will have 24 hours to accept the invitation.



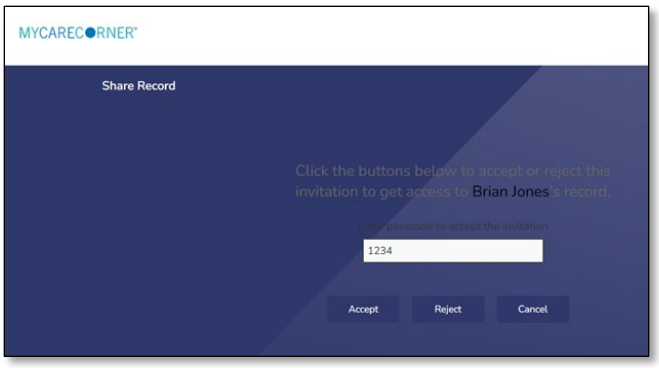
Accepting an Invitation

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.

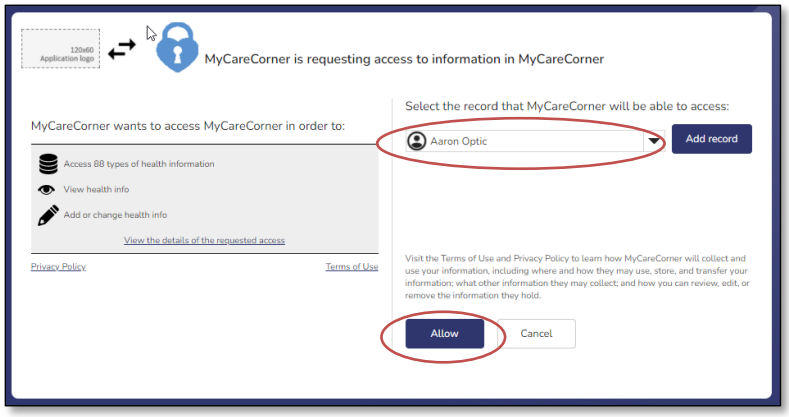


2. Enter the passcode and click **Accept**.

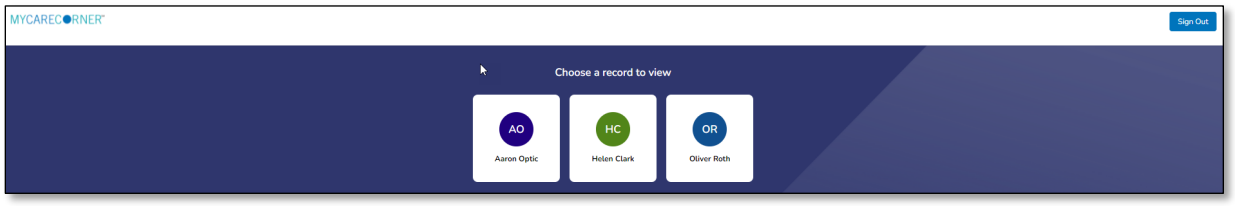
The person sending the invitation will provide you the passcode.



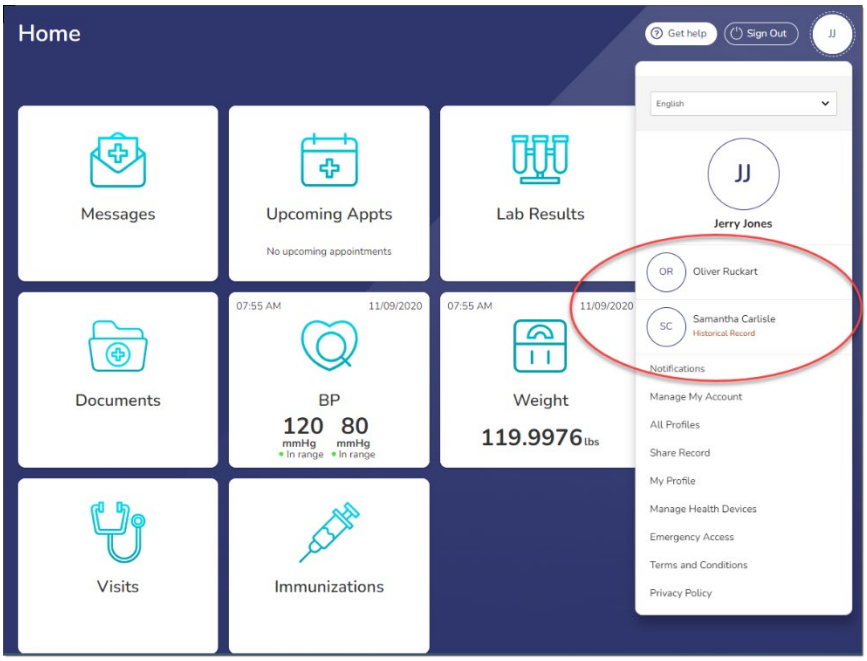
3. A “select the record” window is displayed. Ensure that the appropriate name is displayed in the field. Click **Allow**.



4. The Home page displays all available/shared records. Select the record that you'd like to view.

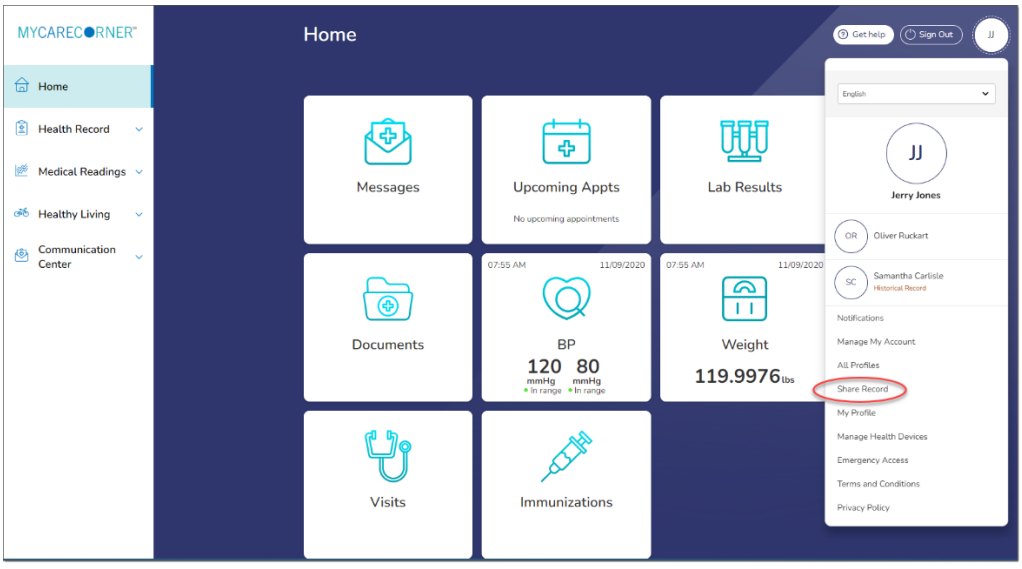


5. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.

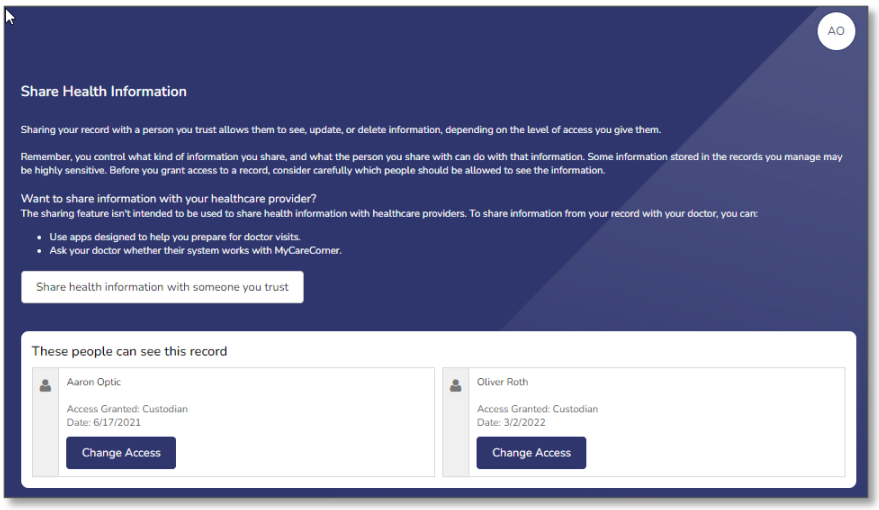


Changing Access to your Record

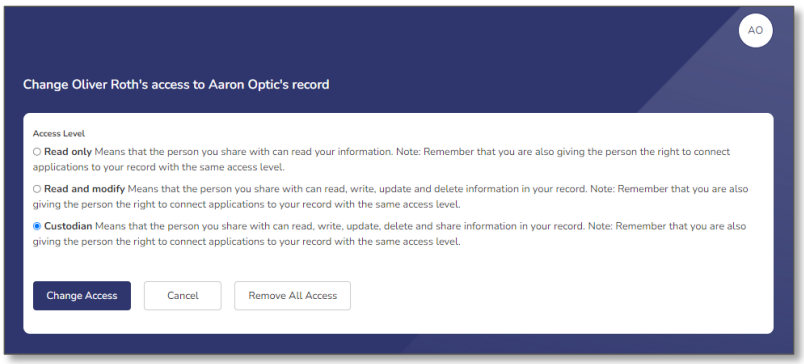
1. To change a person's level of access to your health record, log into MyCareCorner.
2. On the home page, click the circle with your initials in it (upper-right corner of the screen) and select **Share Record**.



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



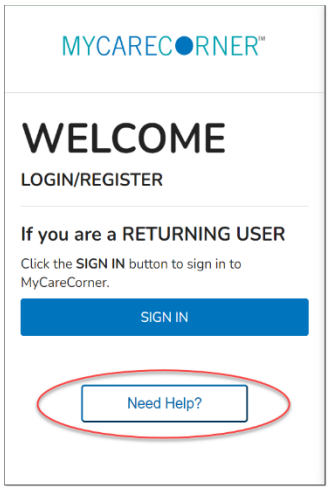
4. On the Change Access screen, make the desired changes to the access level and click **Change Access** or click **Remove All Access** to remove this person's access to your health record.

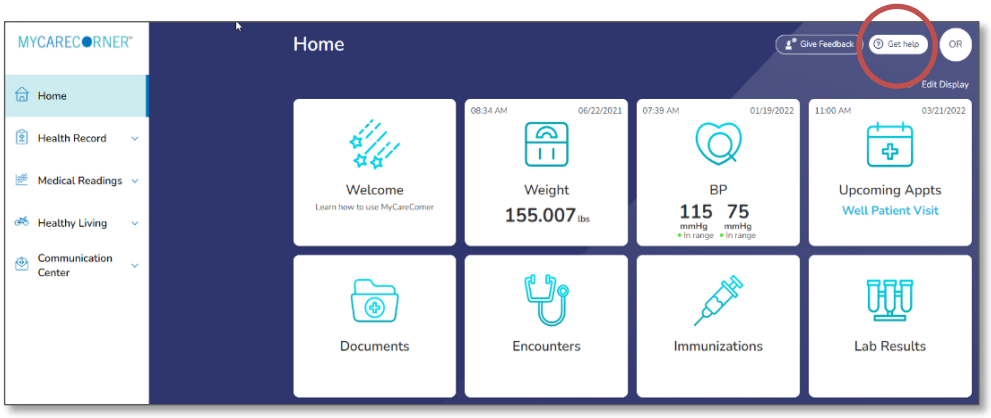


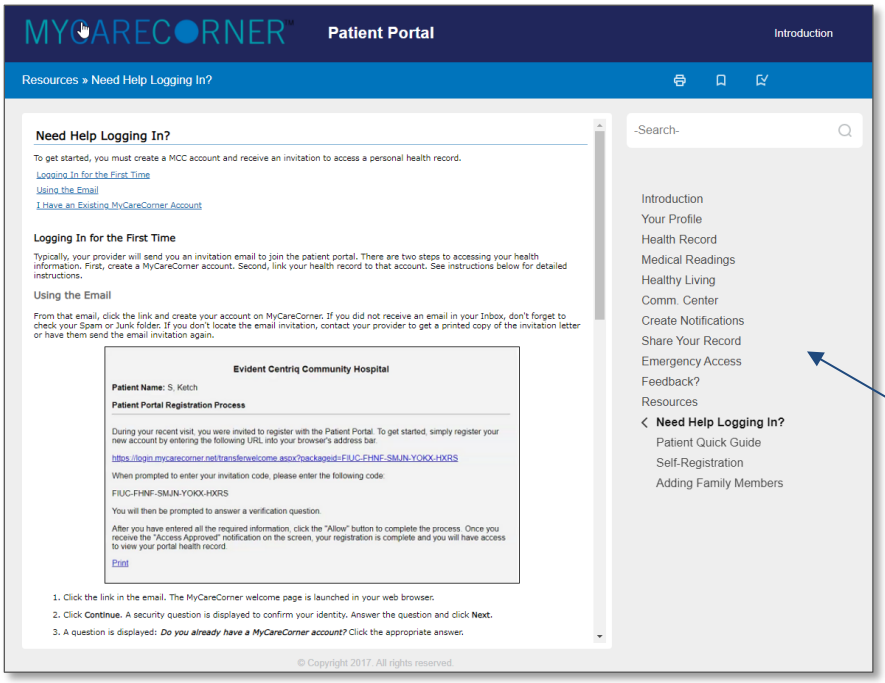
Need More Help?

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.







From this list, click the topic you are interested in to display it.

Patient Portal Application Help