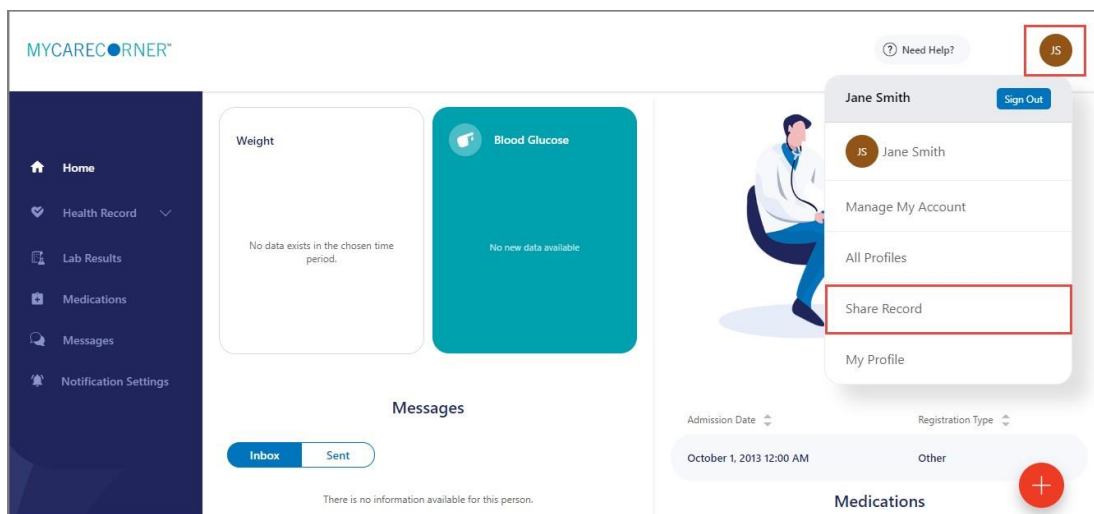


## A Patient's Guide: Sharing My Record in MyCareCorner

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.

Share Health Information

Sharing your record with a person you trust allows them to see, update, or delete information, depending on the level of access you give them.

Remember, 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 highly sensitive. Before you grant access to a record, consider carefully which people should be allowed to see the information.

Want to share information with your healthcare provider?  
The sharing 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:

- Use apps designed to help you prepare for doctor visits.
- Ask your doctor whether their system works with MyCareCorner.

Share health information with someone you trust >

These people can see this record

	Jane Smith
	Access Granted: Custodian
	Date: 3/18/2020
	Cannot modify access as you are the only custodian.

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 Information

\* = mandatory field

\*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 forget the passcode, you'll need to resend the invitation with a new one.

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.

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

## Sharing Your MyCareCorner Record

\* = mandatory field

\*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 forget the passcode, you'll need to resend the invitation with a new one.

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

<input checked="" type="checkbox"/> Application Specific	<input checked="" type="checkbox"/> Medical Reports
<input checked="" type="checkbox"/> Appointments	<input checked="" type="checkbox"/> Medication
<input checked="" type="checkbox"/> Health and Wellness	<input checked="" type="checkbox"/> Nutrition
<input checked="" type="checkbox"/> Labs	<input checked="" type="checkbox"/> Personal Information
<input checked="" type="checkbox"/> Medical History	<input checked="" type="checkbox"/> Surveys, Assessments and Journals
<input checked="" type="checkbox"/> Medical Readings	

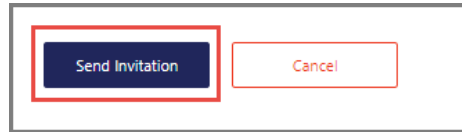
8. By default, there is no expiration date for sharing your health information. If you want to stop sharing on a certain date, enter the date in the **Access Expiration Date** field.

**Access Expiration Date**

MM/DD/YYYY 

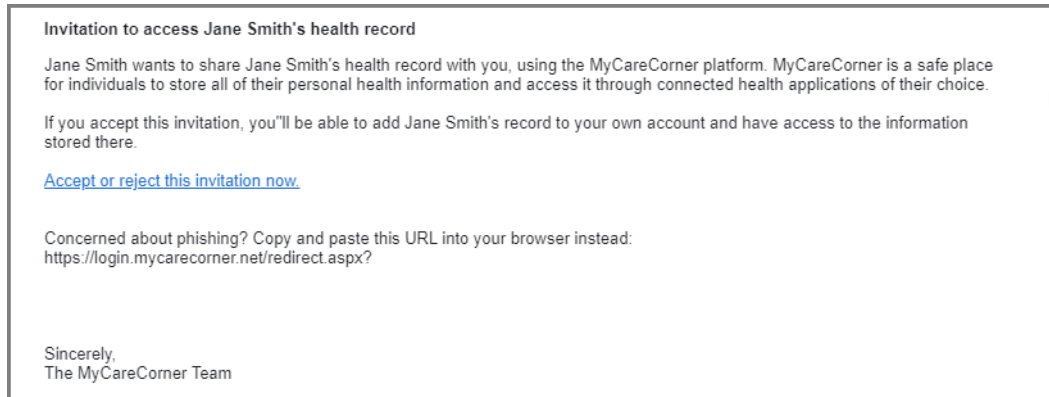
No expiration date

9. Click **Send Invitation**, to send the 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.



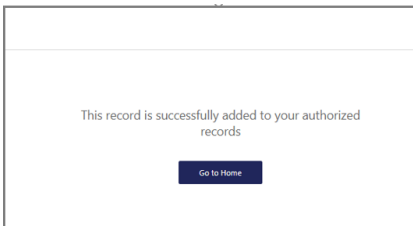
2. Enter the passcode and click **Accept**.



*The person sending the invitation will provide you the passcode.*

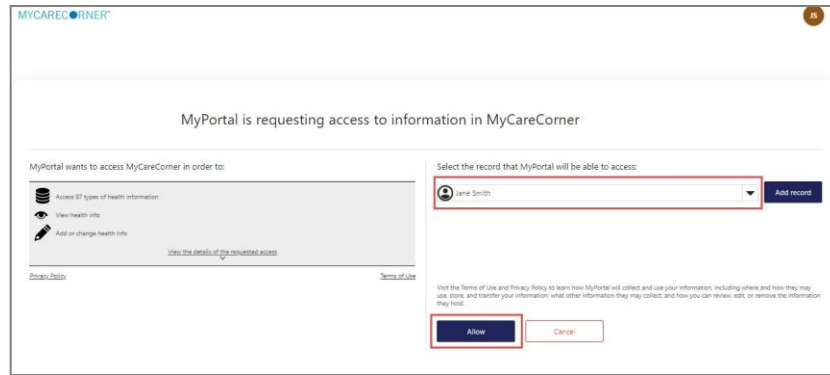


3. A message indicating the health record was successfully added to your authorized records is displayed. Click **Go to Home**.

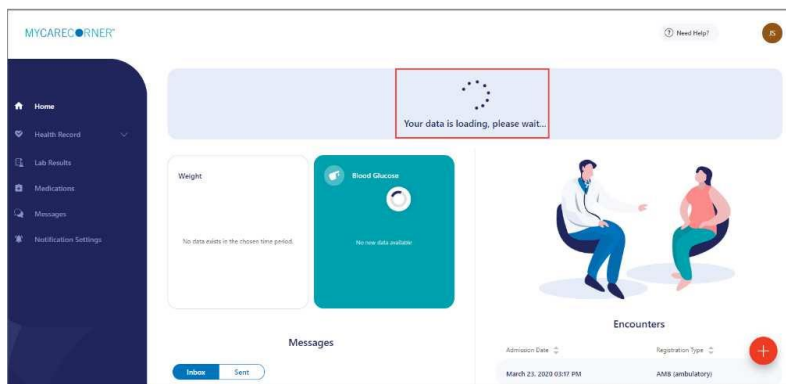


4. The Information Transfer page is displayed. Select the person's record who is sharing their health information with you from the drop-down list. Then, click **Allow**.

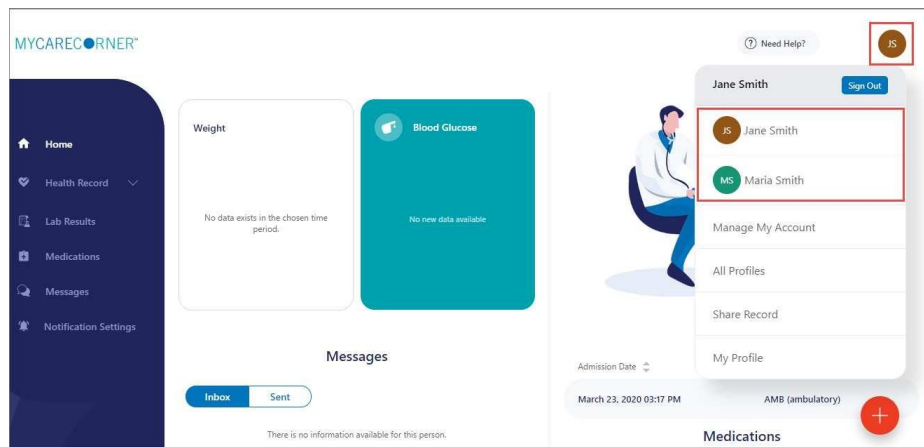
## Sharing Your MyCareCorner Record



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.



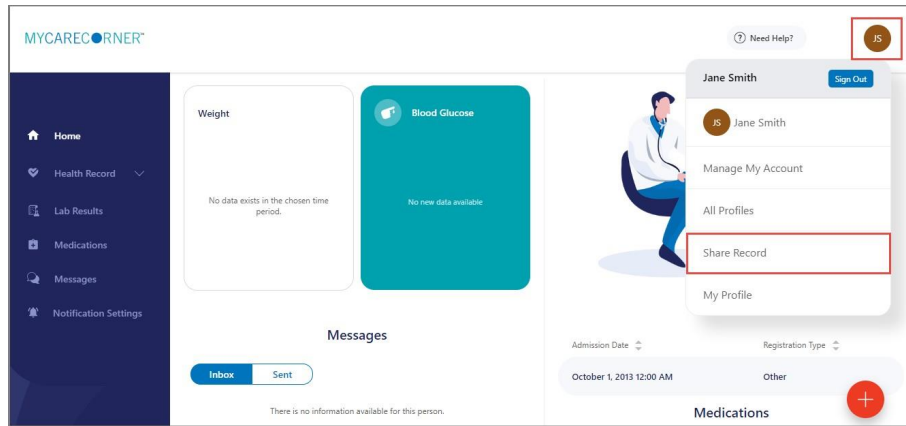
6. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.



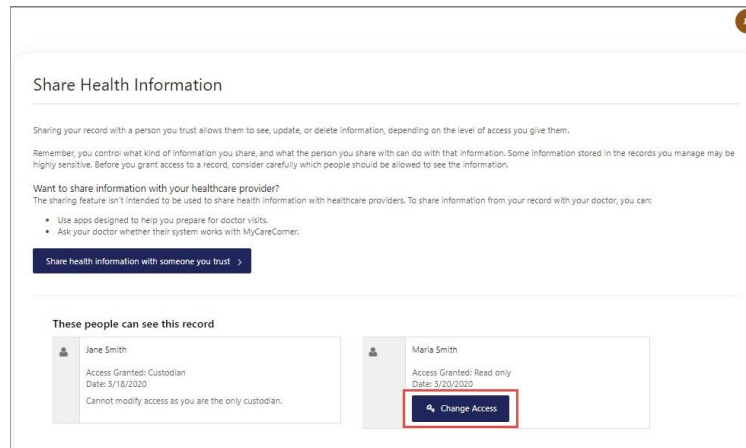
## Changing Access to your Record

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**.

# Sharing Your MyCareCorner 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.

