





InteliChart "How To"

Adding an Adolescent



How to Add an Adolescent

Parent/ Guardian must be given consent from patient in order to receive access to Patient Portal account. After receiving patient's consent, below is the step-by-step process on how to add an adolescent to an existing account:

Upon receiving the email below

	no-reply@patientportal.net	Patient Portal Proxy Invitation
	no-reply@patientportal.net	Welcome to your Patient Portal
Message Pr	review	-
Reply	🄄 Reply All 🛸 Forward 🛛 🚔	🙀 Flag As 🔻 Report Junk Move To 🛗 Schedule a Meeting
From:	no-reply@patientportal.ne	t
Subject:	Patient Portal Proxy Invitati	on
Date:	06/17/2015 10:15 AM	
To:	ictestportal022@myway.co)m
Hi Calvin T IC Self Inte To accept https://pati	est, elichart has granted you access this request, please click on lin ientportaluat intelichart.com	to his/her patient health record.
To reject th /048114058	is request, please click on the l 323309119506509218312716015	ink below: https://patientportaluat.intelichart.com/login/patient/account/declineproxyrequest 2030014254207
		Click link here to Reject Proxy.

Click the link to accept proxy access the "Authorization for Release of Medical Information" box displays. 1. Choose the Cell Carrier, 2. Click **Continue**.



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The Portal will send a text with a verification code to be entered by the Patient / Guardian.



When the Parent/Guardian User accepts proxy access the user will: 1. Enter the verification code from the text, 2. Accept terms and conditions, 3. Click **Submit** when done.

The Proxy User will display on the Patient Portal **Settings** page in the **Associated Accounts** section. The Patient Portal account user can remove a Proxy by clicking the **Remove Association** link.

Associated acco	ounts					
		Z Add a proxy account Z Add a child or dependent account				
Name	*	Associations	\$ Туре	\$ /	Actions	\$
IC Self Intelichart		Friendly Physician Group	Proxy		Remove association	

The Proxy User can access the Patient Portal account for the person that they are a proxy for from the **Switch Account** link.



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