INTELICHART

ENGAGEMENT TO OUTCOMES
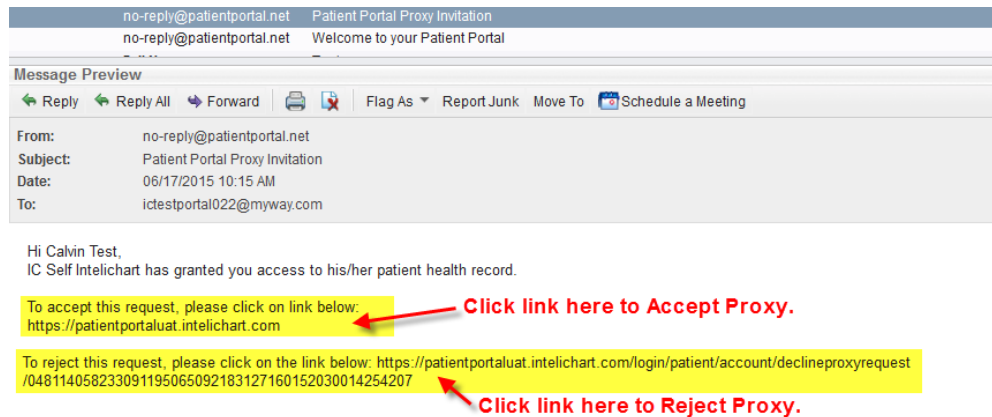
InteliChart "How To"

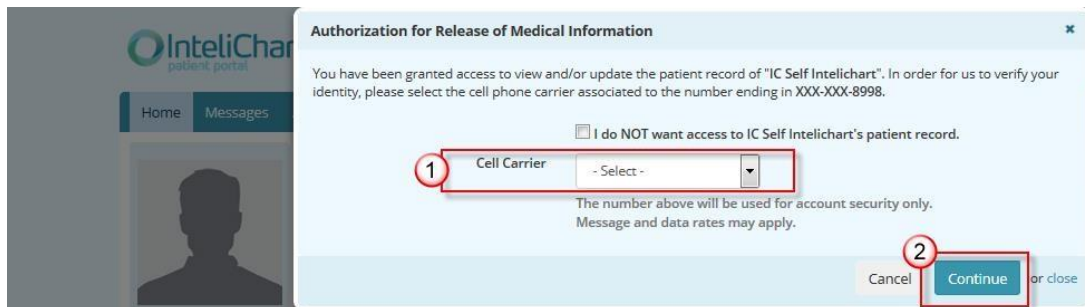Adding an Adolescent

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:
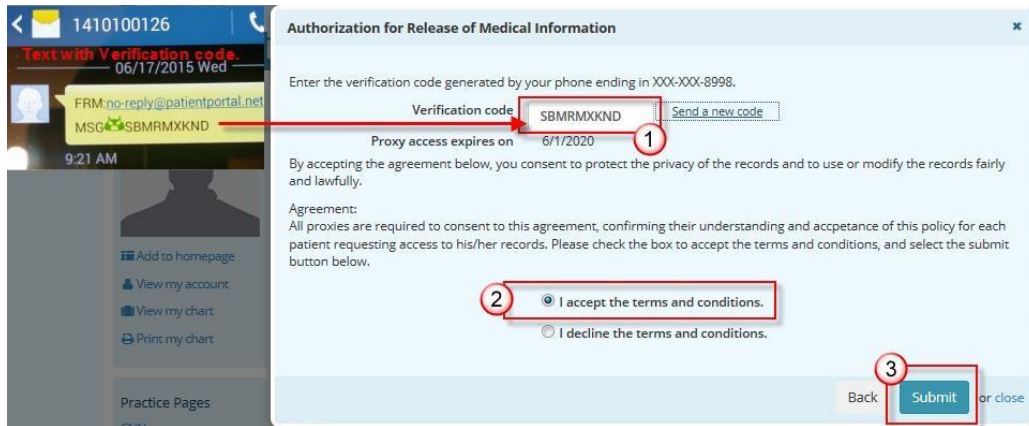
Upon receiving the email below

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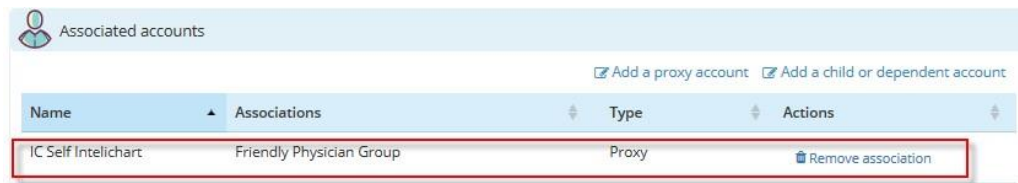1. Choose the Cell Carrier, 2. Click **Continue**.

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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.

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