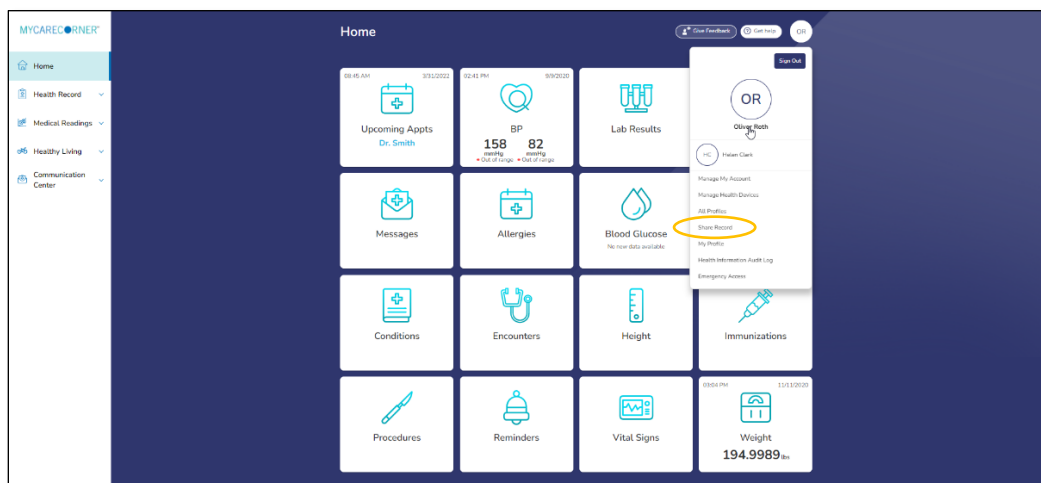


## A Patient's Guide: Sharing My Record in MyCareCorner

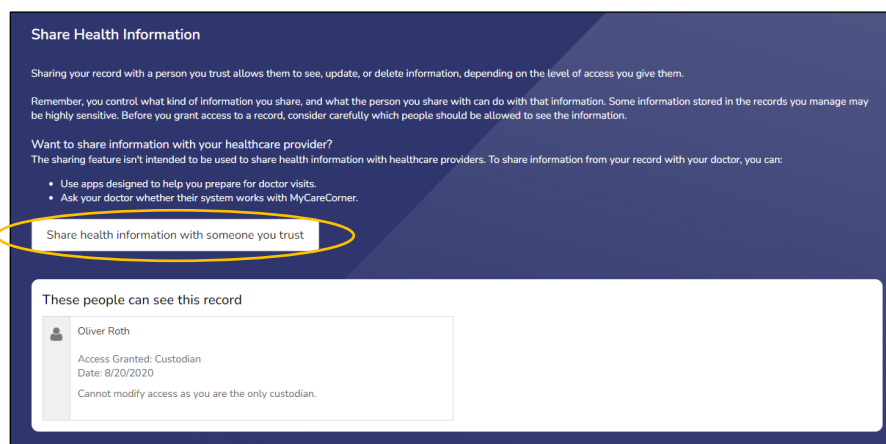
The **Share Record** option in MyCareCorner allows you to share your health record with other people, such as a spouse, parent, or children. Sharing your record allows them to view and update your health information, depending on the level of access you give them. Access can be changed or removed at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



# Sharing Your MyCareCorner Record

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.*

Share Health Information

\* 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.

Send Invitation Cancel

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**

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

# Sharing Your MyCareCorner Record

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.

**Information Types**

Share all types of information

Share only the types of information selected below

[Select/Unselect All](#)

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

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.

**Access Expiration Date**

MM/DD/YYYY

No expiration date

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

**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

[Select/Unselect All](#)

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

**Access Expiration Date**

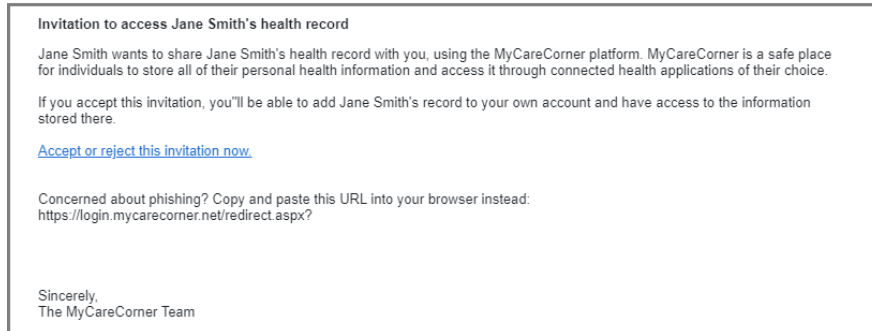
MM/DD/YYYY

No expiration date

# Sharing Your MyCareCorner Record

## Accepting an Invitation

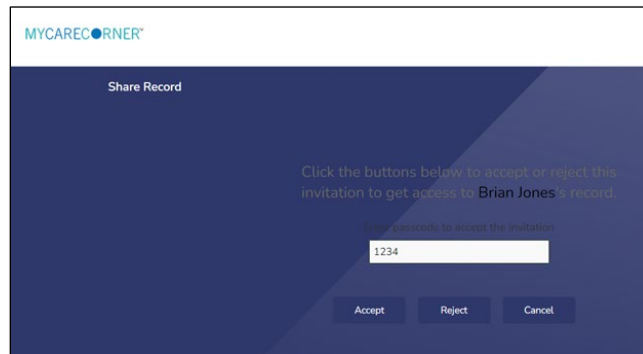
1. If you are the recipient of an email invitation to access someone's health record in MyCareCorner, click the link in the email to accept the invitation.



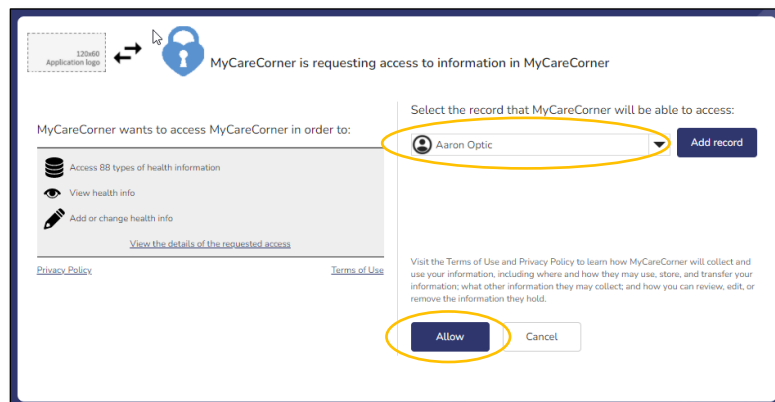
2. Enter the passcode and click **Accept**.



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

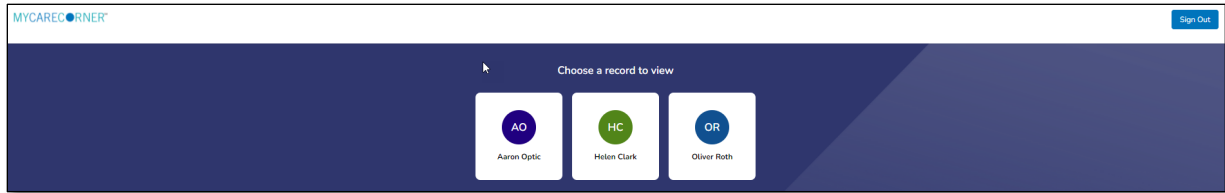


3. A “select the record” window is displayed. Ensure that the appropriate name is displayed in the field. Click **Allow**.

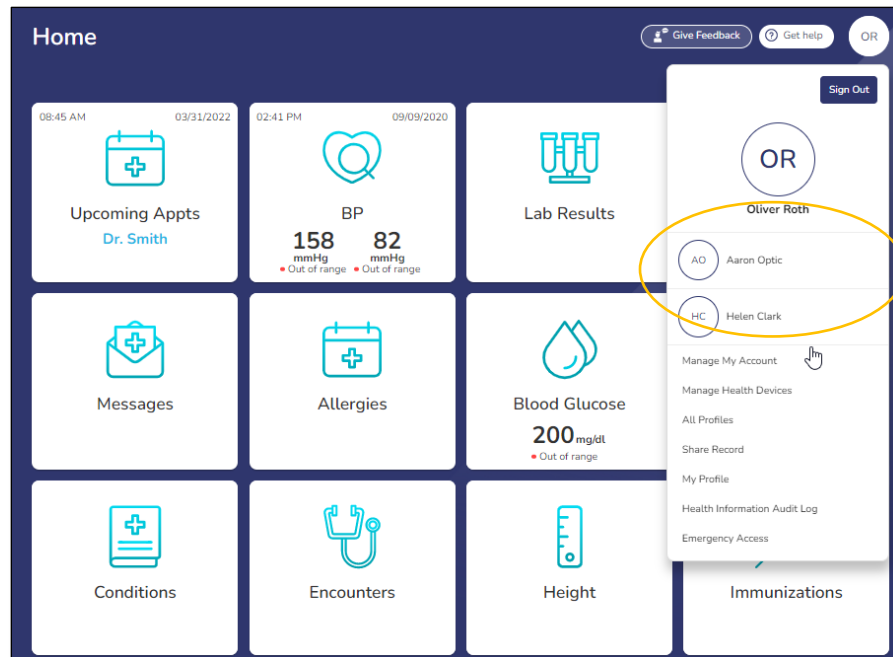


# Sharing Your MyCareCorner Record

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



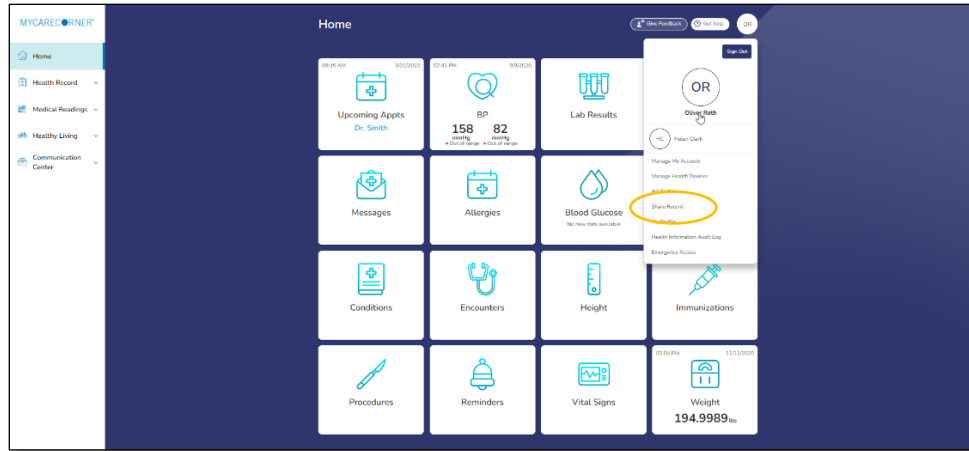
5. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.



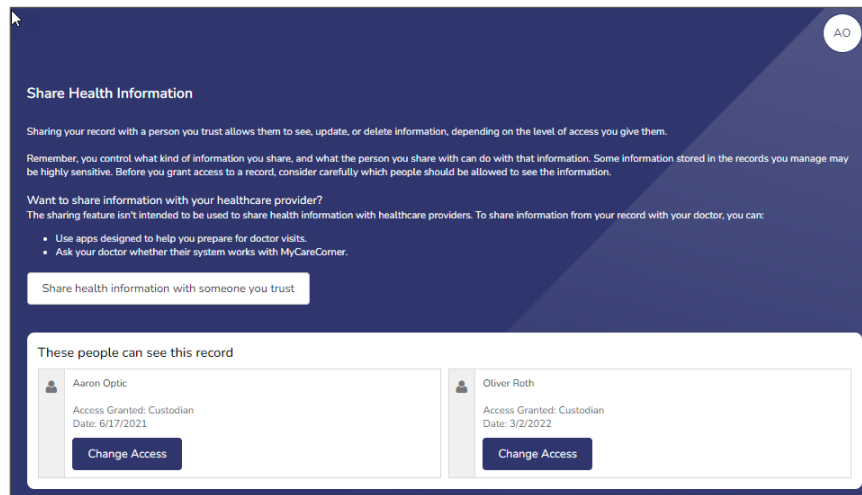
## Changing Access to your Record

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**.

# 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.

