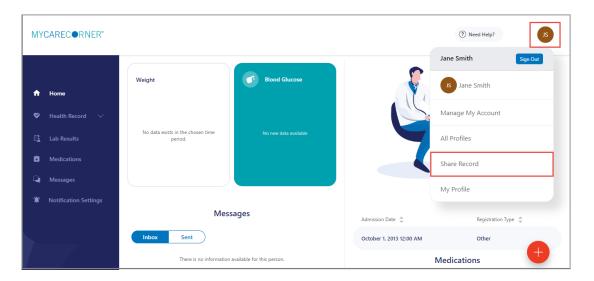
A Patient's Guide: Sharing My Record in MyCareCorner

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.

nare	Health Information
ring you	r record with a person you trust allows them to see, update, or delete information, depending on the level of access you give them.
	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 tive. Before you grant access to a record, consider carefully which people should be allowed to see the information.
sharing Use a	are information with your healthcare provider? 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: pps designed to help you prepare for doctor visits.
	our doctor whether their system works with MyCareCorner.
	e people can see this record
	a people can see this record Jane Smith Access Granted: Custodian
	Jane Smith

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 Informatio	
	/11
	* = mandatory field
*Recipient's Email Address	
*Retype Email Address	
*Passcode	
	(Minimum 4 characters)
The email recipient will need to enter the passcode to resend the invitation with a new one.	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
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 ye connect applications to your record with the sa	ou share with can read, write, update and delete information in your record. Note: Remember that you are also giving the person the right to me access level.
Custodian Means that the person you share connect applications to your record with the sa	with can read, write, update, delete and share information in your record. Note: Remember that you are also giving the person the right to me 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 inviation, don't email the passcode. Use another method to communicate this information to the recipient.

	* = mandatory field
*Recipient's Email Address	
smith12m@yahoo.com	
*Retype Email Address	
smith12m@yahoo.com	
*Passcode	
1234	(Minimum 4 characters)
The email recipient will need to enter the passcode to resend the invitation with a new one.	o 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

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			
Application Specific	~	Medical Reports	~
Appointments	~	Medication	~
Health and Wellness	~	☑ Nutrition	~
☑ Labs	~	Personal Information	~
Medical History	~	Surveys, Assessments and Journals	~
Medical Readings	~		
as medical readings			

8. By default, there is no expiration date for sharing your health information. If the 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.

Г	Send Invitation	Cancel	
Ľ			

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.

Invitation to access Jane Smith's health record	
Jane Smith wants to share Jane Smith's health record with you, using the MyCareCorner platform. MyCareCorner is a safe place for individuals to store all of their personal health information and access it through connected health applications of their choice.	
If you accept this invitation, you"II be able to add Jane Smith's record to your own account and have access to the information stored there.	
Accept or reject this invitation now.	
Concerned about phishing? Copy and paste this URL into your browser instead: https://login.mycarecorner.net/redirect.aspx?	
Sincerely, The MyCareCorner Team	

2. Enter the passcode and click Accept.



The person sending the invitaiton will provide you the passcode.

C	lick the buttons below to accept or reject this invitation to get access to Jane Smith's record.	
	Enter passcode to accept the invitation	
[Accept Reject Cancel	

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

This record is successfully added to your authorized records
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**.

YCAREC®RNER"	
MyPortal is requesting access to in	formation in MyCareCorner
MyPortal wants to access MyCareCorner in order to:	Select the record that MyPortal will be able to access:
Access 87 types of health information	② Jane Smith
View health info	
Add or change health info	
View the details of the repuested access	
Physics, Bolicy Terms of	
	Visit the Terms of Use and Privacy Policy to learn how MyRenal will collect and use your information, including where and how they may use, store, and transfer your information; what other information they may collect and how you can review, edit, or remove the informat they hold.
	Allow Cancel

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.

MY	CARECORNER"				⑦ Need Help?
					Jane Smith Sign Out
÷	Home	Weight	Blood Glucose		Jane Smith
\$				LS.	Maria Smith
5 <u>4</u>		No data exists in the chosen time period.	No new data available		Manage My Account
Ċ	Medications				All Profiles
2					Share Record
۲	Notification Settings				
		Messages		Admission Date 👙	My Profile
7		Inbox Sent		March 23, 2020 03:17 PM	AMB (ambulatory)
		There is no information a	vailable for this person.		Medications

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**.

MY(CARECORNER"				? Need Help?	
					Jane Smith Sign Out	
ħ	Home	Weight	Blood Glucose		Jane Smith	
*				S	Manage My Account	
		No data exists in the chosen time period.			All Profiles	
ŝ					Share Record	
2					My Profile	
ŧ,						
		Messag	Jes	Admission Date 🌲	Registration Type 🍦	
		Inbox Sent		October 1, 2013 12:00 AM	Other	
		There is no information available for this person.		M	Medications	

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

are	Health Information		
iure			
ring yo	ur record with a person you trust allows them to see, update, or de	ete information, depending on the level of access you give them.	
	r, you control what kind of information you share, and what the per sitive. Before you grant access to a record, consider carefully which	on you share with can do with that information. Some information stored in the records you manage seople should be allowed to see the information.	2 may
	share information with your healthcare provider? a 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:	
		······································	
	apps designed to help you prepare for doctor visits.		
	apps designed to help you prepare for doctor visits. your doctor whether their system works with MyCareCorner.		
Ask			
Ask	your doctor whether their system works with MyCareCorner.		
 Ask; Share h 	your doctor whether their system works with MyCareCorner, eaith information with someone you trust >		
 Ask; Share h 	your doctor whether their system works with MyCareCorner.		
 Ask; Share h 	your doctor whether their system works with MyCareCorner, eaith information with someone you trust >	🛓 Maria Smith	
Ask: Share h Thes	your doctor whether their system works with MyCareCorner. wealth information with someone you trust >	Maria Smith Access Granted Read only Deta 3/02/020	

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.

Access Level	
Read only Means that same access level.	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 th
	ns 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 ur record with the same access level.
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