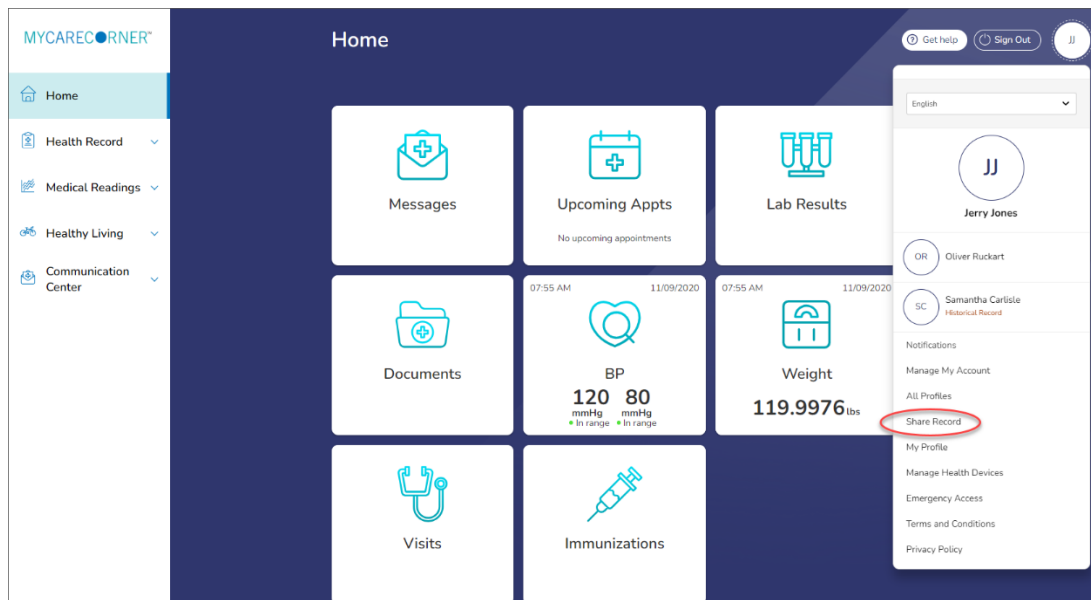


A Patient's Guide: Sharing My Record in MyCareCorner

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

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

	Oliver Roth
Access Granted: Custodian	
Date: 8/20/2020	
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. 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

* = 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.

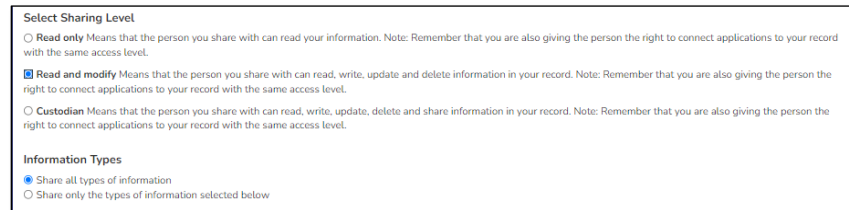
Send Invitation **Cancel**

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.

Sharing Your MyCareCorner 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.

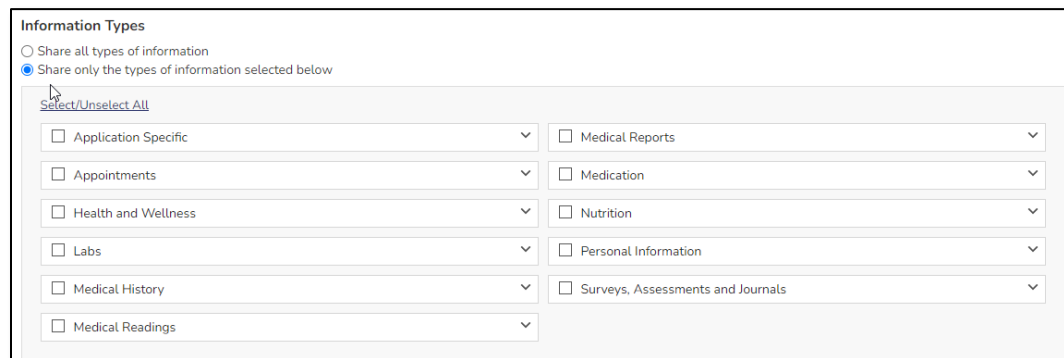
☐ **Custodian** Means that the person you share with can read, write, update, delete and share information in your record. Note: Remember that you are also giving the person the right to connect applications to your record with the same access level.

Information Types

☒ Share all types of information

☐ Share only the types of information selected below

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

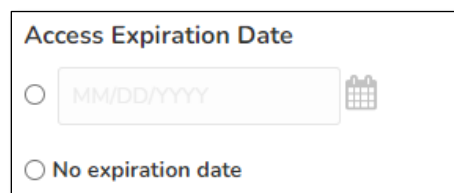
☐ Share all types of information

☒ Share only the types of information selected below

[Select/Unselect All](#)

☐ Application Specific	☐ Medical Reports
☐ Appointments	☐ Medication
☐ Health and Wellness	☐ Nutrition
☐ Labs	☐ Personal Information
☐ Medical History	☐ Surveys, Assessments and Journals
☐ 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

☐ 

☐ No expiration date

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

Sharing Your MyCareCorner Record

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](#)

☐ Application Specific	☐ Medical Reports
☐ Appointments	☐ Medication
☐ Health and Wellness	☐ Nutrition
☐ Labs	☐ Personal Information
☐ Medical History	☐ Surveys, Assessments and Journals
☐ Medical Readings	

Access Expiration Date

☒ MMDDYYYY

☐ No expiration date

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'll 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?>

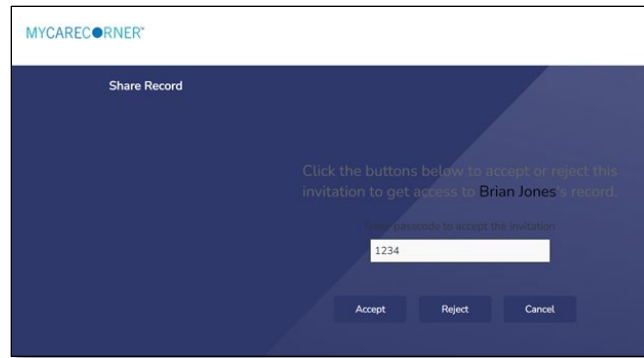
Sincerely,
The MyCareCorner Team

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

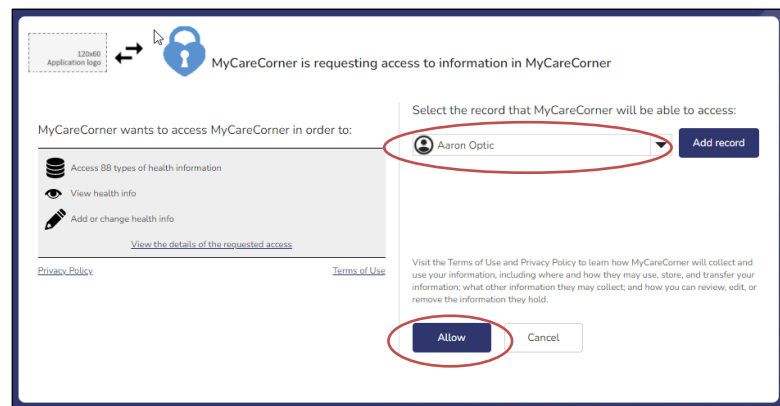


The person sending the invitation will provide you the passcode.

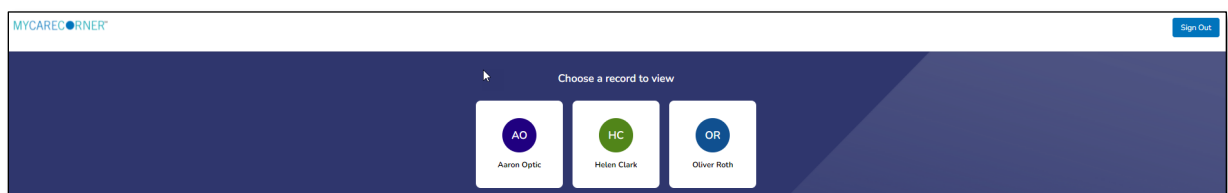
Sharing Your MyCareCorner Record



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

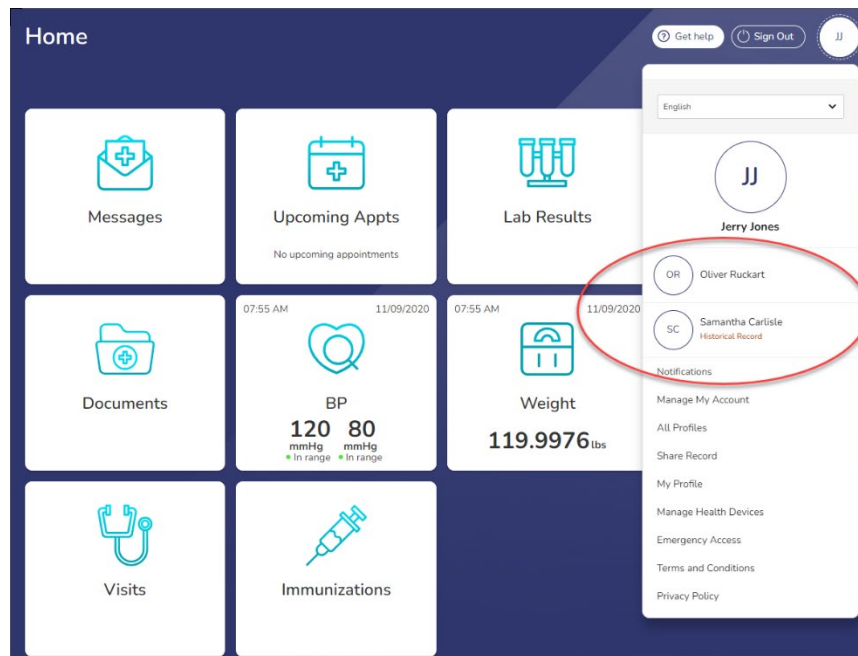


4. The Home page displays all available/shared records. Select the record that you'd like to view.



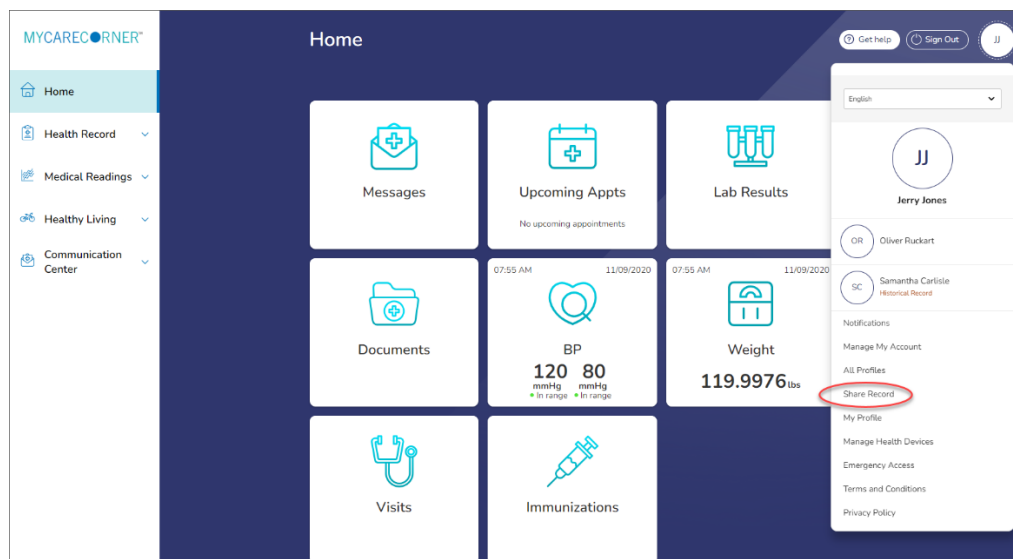
5. To access your record and/or other linked records to your account, click the circle with the initials on it (in the upper-right corner of the screen). Then, select the record you want to access.

Sharing Your MyCareCorner Record



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**.



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

Sharing Your MyCareCorner Record

The screenshot shows the 'Share Health Information' screen. At the top right is a user profile icon labeled 'AO'. The main heading is 'Share Health Information'. Below it, there is explanatory text about sharing records and a section titled 'Want to share information with your healthcare provider?'. A button labeled 'Share health information with someone you trust' is visible. Below this, a section titled 'These people can see this record' displays two user cards. The first card is for 'Aaron Optic', showing 'Access Granted: Custodian' and 'Date: 6/17/2021', with a 'Change Access' button. The second card is for 'Oliver Roth', showing 'Access Granted: Custodian' and 'Date: 3/2/2022', also with a 'Change Access' button.

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.

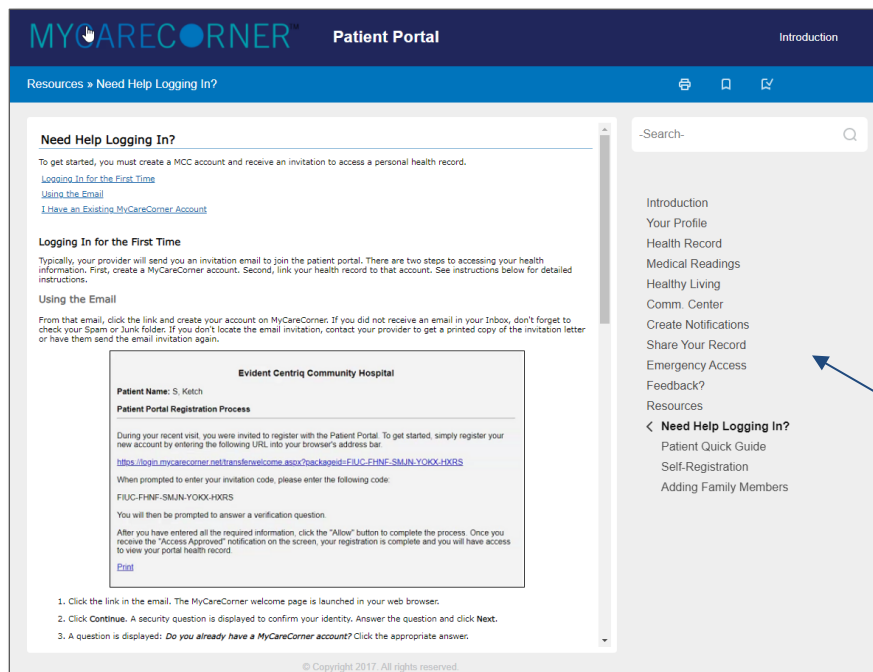
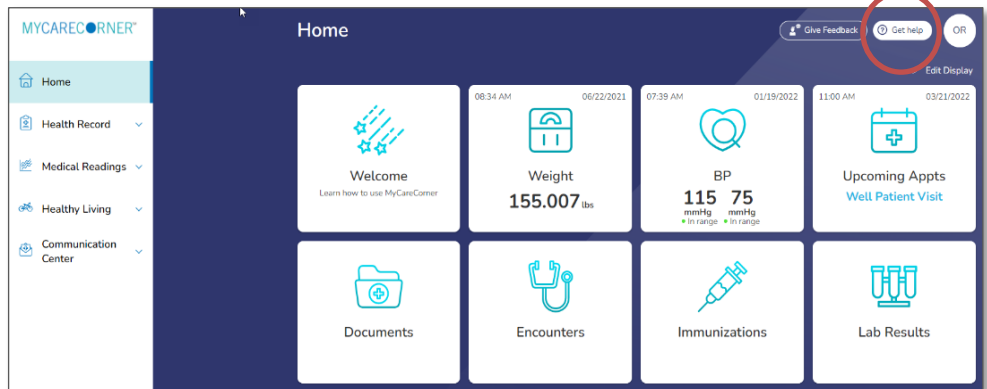
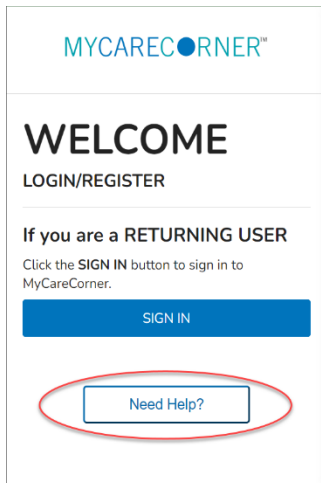
The screenshot shows the 'Change Oliver Roth's access to Aaron Optic's record' screen. At the top right is a user profile icon labeled 'AO'. The heading is 'Change Oliver Roth's access to Aaron Optic's record'. Below this, the 'Access Level' section lists three options: 'Read only' (radio button), 'Read and modify' (radio button), and 'Custodian' (radio button, which is selected). Each option has a brief description. At the bottom, there are three buttons: 'Change Access', 'Cancel', and 'Remove All Access'.

Need More Help?

The MyCareCorner patient portal has application help that can provide you additional guidance on how to perform tasks and access your health record. You can access the application help from two locations:

- From the Login screen, click the **Need Help?** Button.
- From the patient portal, click the **Get Help** button located in the upper right corner of the screen.

Sharing Your MyCareCorner Record



From this list, click the topic you are interested in to display it.

Patient Portal Application Help