
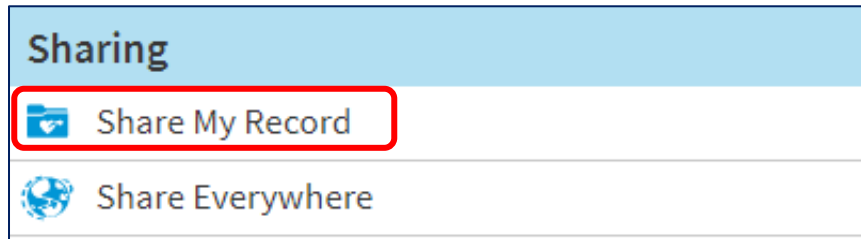
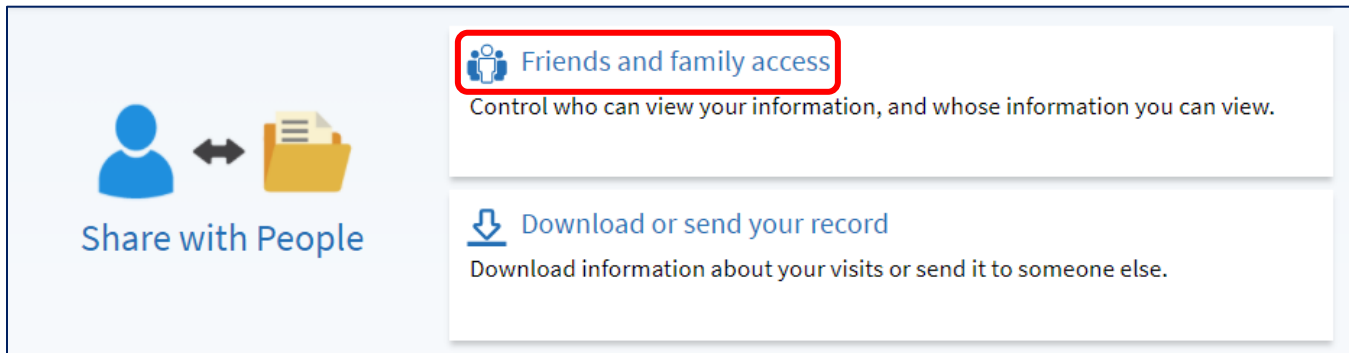


Here's how to do it:

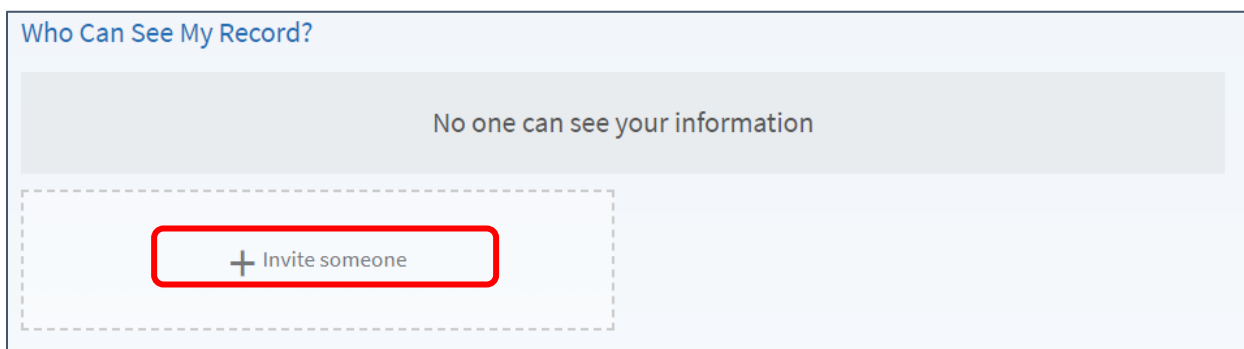
1. Under Your Menu  select or search **Share My Record** in the **Sharing** section.



2. On this page you can choose to share your health record with people, connected hospitals and providers, and review what devices have access to your account.
3. If you want your friends or family to have access to your MyOchsner account, select **Friends and family access**.




4. This page will allow you to grant access to others, see who has access to your account, and whose account you have access to.
5. Click on the **Invite someone** button to easily grant access.




- To grant access to a friend or family member, you must type in their name, email address, and what level of access you would like to grant to this person. To complete this setup click the **send invite** button.


Invite Someone to Have Access to Your Record



1 We will email an invitation to someone you trust.



2 From the email, they can log in to their MyOchsner to accept the invitation.



3 They must verify they know you by entering your date of birth.

Who are you inviting?

* Name

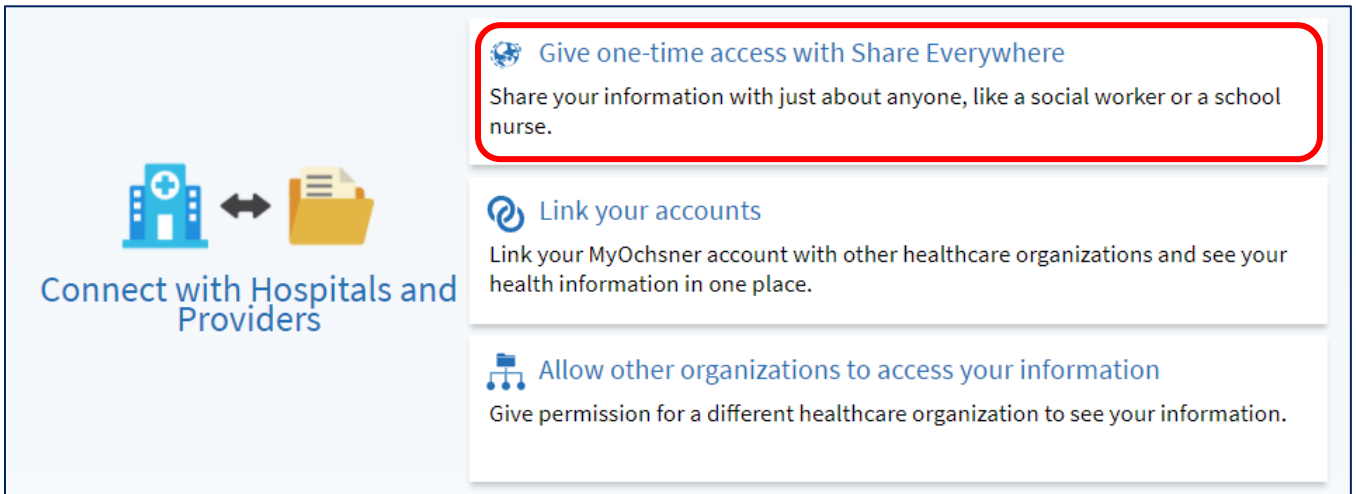
Where should we send this invitation?

* Email * Confirm email

*What kind of access would you like this person to have to your chart?

<p>Adult Accessing Adult - Full Access</p> <p>Allows grantee to view your medical information, send messages, view billing, and schedule appointments on your behalf.</p>	<p>Adult Accessing Adult - Communication Only</p> <p>Allows grantee to send messages, assist with billing and schedule appointments on your behalf, but they cannot to view your medical information.</p>	<p>Adult Accessing Adult - View Only</p> <p>Allows grantee to view your medical information, but they cannot communicate on your behalf.</p>
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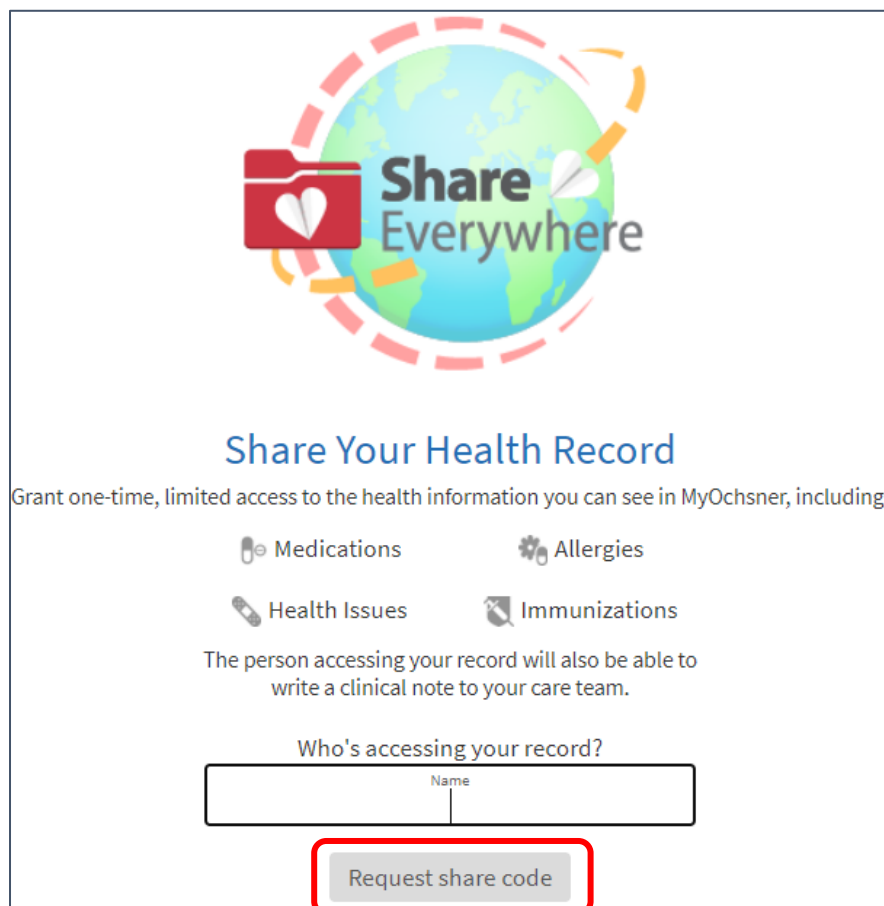
8. If you want to briefly share your health information with a provider not within the Ochsner Network, you can do so with Share Everywhere. Select **Give one-time access with Share Everywhere**.



Connect with Hospitals and Providers

- Give one-time access with Share Everywhere**
Share your information with just about anyone, like a social worker or a school nurse.
- Link your accounts**
Link your MyOchsner account with other healthcare organizations and see your health information in one place.
- Allow other organizations to access your information**
Give permission for a different healthcare organization to see your information.

9. Enter in the name of the person you are giving access to. A unique code will appear and that person will need to go to www.shareeverywhere.com and enter the unique code and your birthday to gain access.



Share Everywhere

Share Your Health Record

Grant one-time, limited access to the health information you can see in MyOchsner, including:

- Medications
- Allergies
- Health Issues
- Immunizations

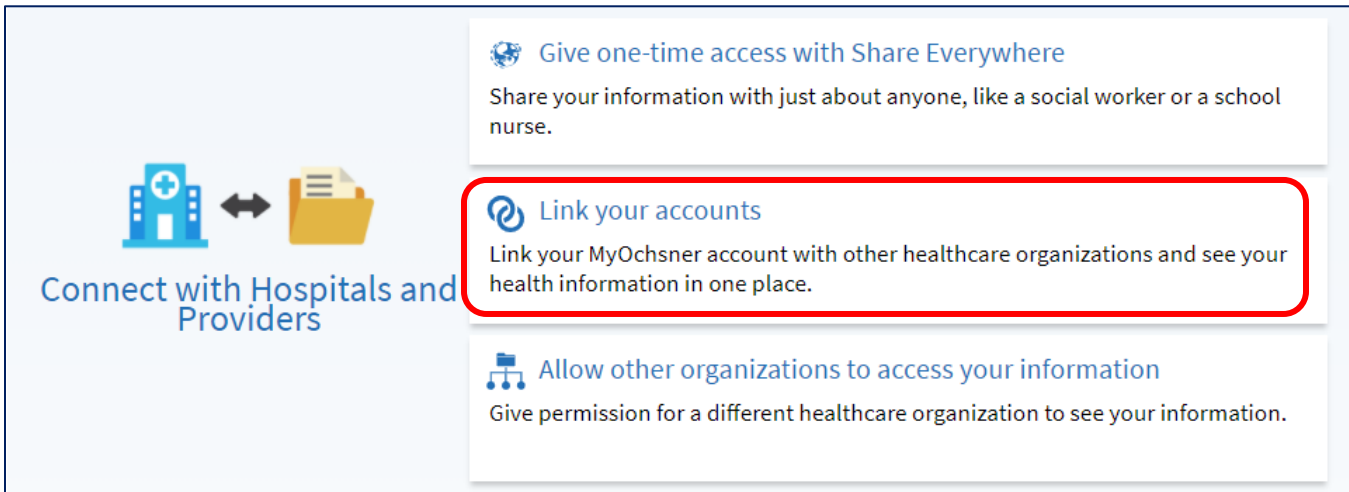
The person accessing your record will also be able to write a clinical note to your care team.

Who's accessing your record?

Name

Request share code

10. If you go to another hospital that has their own MyChart, you can connect the two accounts! Select **Link your accounts**.



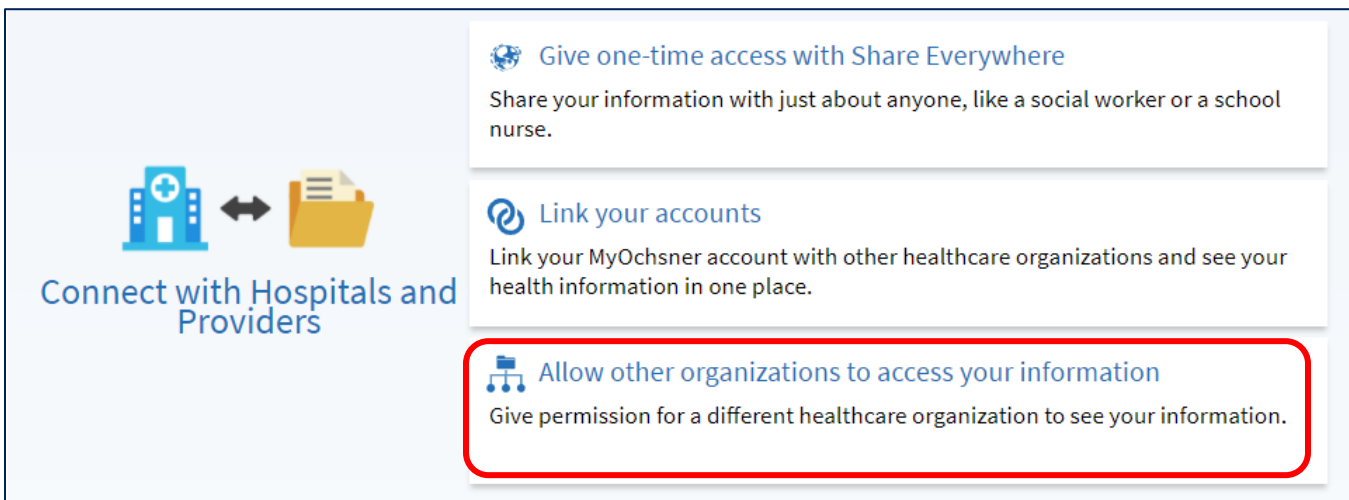
The screenshot shows a sidebar on the left with the heading "Connect with Hospitals and Providers" and an icon of a hospital and a folder. The main content area has three options:

- Give one-time access with Share Everywhere**: Share your information with just about anyone, like a social worker or a school nurse.
- Link your accounts**: Link your MyOchsner account with other healthcare organizations and see your health information in one place. (This option is highlighted with a red border in the original image.)
- Allow other organizations to access your information**: Give permission for a different healthcare organization to see your information.

11. Search for the other organization and click on **Link Account**. You will need to log into the other account.

- If you do not remember your username and password for the other account, please contact the **other hospital's MyChart help desk** to recover your username or reset your password.

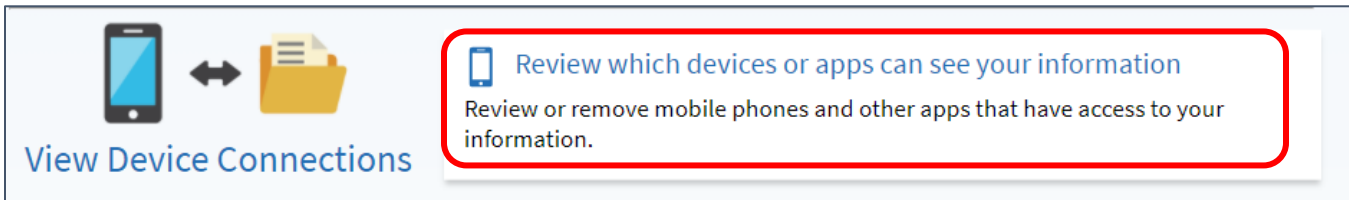
12. You can allow other organization to access your information. Click this button to review which organizations have access to your account and if you want to stop sharing.



The screenshot shows the same sidebar as above. The main content area has three options:

- Give one-time access with Share Everywhere**: Share your information with just about anyone, like a social worker or a school nurse.
- Link your accounts**: Link your MyOchsner account with other healthcare organizations and see your health information in one place.
- Allow other organizations to access your information**: Give permission for a different healthcare organization to see your information. (This option is highlighted with a red border in the original image.)

13. You can also review which devices or apps you have granted access to your MyOchsner account. Select **Review which devices or apps can see your information**.



14. If there are any apps or devices you wish to not have access on your account, select **Remove Access** or **Unlink** to remove those Apps and devices.

