Saint Luke's

Parental/Guardian Proxy Access to the mySaintLuke's Portal Record of a Minor Requirements and Procedures

Parents or legal guardians can access the portal record of their child as follows:

Child Age	Child Access	Parent/Guardian Access
0 to 11 years old	No access to online portal record Access/copies of full medical record as allowed by law (through HIM dept.)	Access to online portal record Access/copies of full medical record as allowed by law (through HIM dept.)
12 to 17 years old	Access to online portal record Access/copies of full medical record as allowed by law (through HIM dept.) Accounts must be set up by the minor patient using their own email address or cell phone number.	Access to limited online portal record Demographics, Allergies, Immunizations, School Forms, Messaging, Claims-Bill pay (if a guarantor) Not Included: Lab/diagnostic/medications/visit notes Access/copies of full medical record as allowed by law (through HIM dept.) Pregnancy (excluding abortions), VD/STD, Drug or substance abuse MO St. 431.061(4)(b) KS St. 38-123b
18 years old and above	Access to online portal record Access/copies of full medical record (through HIM dept.)	No access/copies of portal record or full record without proxy or authorization form completed by adult child

Requirements for accessing my child's online portal record:

- Parent or individual requesting access must have legal authority as parent or guardian and may be required to provide appropriate documentation.
- Parental/Guardian Authorization Form (page 2) must be completed and signed for children ages 0 to 11.
- If child is 12 to 17, child can request proxy access for their parent/guardian via their online portal record.
    - Note: proxy access still does not enable the parent/guardian to see some information such as lab values pursuant to MO/KS Laws:
        - MO St. 431.061(4)(b)
        - KS St. 38-123b
- Proxy will be required to complete a confirmation of proxy once access has been granted. Proxy will need to log into their portal and look for the pending proxy confirmation on the welcome screen and follow steps to complete the confirmation.
- **mySaintLuke's portal is not to be used in an emergency.**

Procedures for accessing my child's online record:

- Saint Luke's will provide an activation code to create a mySaintLuke's (MSL) account to view the portal record of your child, if the parent/guardian does not already have a MSL account.
    - If the parent/guardian requires an activation code, it will be sent to the e-mail address or mobile phone number provided. If you have not received the MSL activation link or it has expired, please contact your provider's office or mySaintLuke's Customer Service at 844-446-5479, available 24 hours a day, seven days a week.
- **Please promptly activate your account as the activation code will expire in 24 hours.**

Saint Luke's reserves the right to revoke online access to medical information at any time.

COMPLETE THE REQUIRED INFORMATION ON THE NEXT PAGE/BACK SIDE

Not a Part of the Permanent Medical Record