ACCESSING MyHEALTH RECORDS

MyHealth Records is an online tool that allows Albertans 14 years of age and older to view their own health records. You may access and manage your immunization records, medication history, diagnostic imaging reports and most lab results in one safe spot on your computer, tablet or smartphone.

MyHealth Records Features

- Add and store personal health information
- View your lab test results
- View your **diagnostic reports**
- See your medications filled at Alberta pharmacies
- See most immunizations you received in Alberta
- View your Urology referral information
- Print reports to share with your healthcare providers
- Share your record with people you trust
- Safely exchange messages with your healthcare providers

HOW TO ACCESS MyHEALTH RECORDS

Sign into MyHealth Records (https://account.alberta.ca/ui/sign-in/signin) with your existing Alberta.ca Account username and password. If you do not have an Alberta.ca Account, create a new account to access MyHealth Records.

HOW TO SET UP A MyHEALTH RECORDS ACCOUNT

To create your MyHealth Records account, you will need to create an Alberta.ca account first, then you can create a MyHealth Records account.

1. Create your **Alberta.ca Account** (https://www.alberta.ca/alberta-ca-account)
- Next, verify the account by entering your valid Alberta driver's licence or Alberta ID number
- Enter the six-digit activation code
- Agree to Terms of Use

1. Create your **MyHealth Records account** (https://myhealth.alberta.ca/myhealthrecords)
- Sign in using your Alberta.ca Account username and password
- Accept the MyHealth Records User Agreement
- Enter your Personal Health Number

Need help or have questions about using MyHealth Records?

Call the support line at 1-844-401-4016, or email myhealthrecords@gov.ab.ca, or visit myhealth.alberta.ca.

HOW TO ACCESS YOUR CHILDS HEALTH RECORDS

If your child is younger than 12 years old, you can apply for proxy access to their MyAHS Connect account at any time.

Note: If your child is older than 12, proxy access is likely to be granted only if your child has complex or special healthcare needs*.

MyAHS Connect is your online tool that gives you access to your records, or proxy access to the record of your youth or an adult who you are supporting.

You can access your MyAHS Connect account if you have an Alberta.ca account, by using MyHealth Records and your Alberta.ca verified account. When you login to MyHealth Records, you will see two tools: My Personal Records and MyAHS Connect.

You can access MyAHS Connect from your web browser, or download the app called MyChart onto your mobile device.

Note: Access cannot be granted by your family physician to view your child/children's health record; it can only be granted by a member of your AHS healthcare team at a facility with Connect Care.

How to access my child's information from my own MyAHS Connect account?

When you have proxy access to your child's health information, your health information and new or upcoming tasks for your child will appear in the same feed on your MyAHS Connect homepage. The information is colour-coded, making it easy to stay on top of your child's care. This allows you to see all upcoming appointments/tests or new information up front rather than needing to go into each chart to see what's new. To view your child's full AHS health record, click on your name on the right side of the screen. Click on the name of the account you want to view, which will switch you over to your child's account.

How long does it take to get proxy access?

Your child's healthcare provider can set up your proxy access to your child's MyAHS Connect account. If you already have direct access to your own MyAHS Connect account, you will receive an email notification stating that proxy access was granted. If you do not have your own MyAHS Connect account, you will need to sign up for an Alberta.ca account and have your login credentials for MyHealth Records, provided by Alberta Health (not AHS).

HOW TO SHARE YOUR MyHEALTH RECORDS

1. Go to the **Account** menu.

2. Choose **Share**.

3. Click **Share health information with someone you trust**.

4. Enter the email address of the person you are sharing your record with (the **Recipient**).

5. Enter a passcode. The person you are sharing your record with needs to enter this passcode when they accept your invitation.

6. Choose a sharing level. The sharing level describes how much access you are giving to the person you are sharing your record with.

7. Choose the types of information in My Personal Records that you would like to share with the person.

8. Choose an access expiration date. On this date, the person's access to your record ends, and they can no longer see your record. You can also choose no expiration date.

9. Click **Send Invitation.**

It is possible that the person you are sharing your record with could discuss or show your information with or to another person. It is important to only share access to your record with someone you trust.

What should I know about passcodes?

When you send someone (the Recipient) an invitation to view your record, you need to enter a passcode. Choose a passcode between 6 to 10 characters. You can use numbers and uppercase or lowercase letters. Do not use special characters such as #, %, or punctuation.

The person you are sharing your record with needs to enter a passcode to accept your invitation. To keep your invitation secure, do **not** email the passcode and do **not** share the passcode with other people. Share your passcode with the Recipient in another way, such as a phone call. If you forget the passcode, you need to resend your invitation with a new passcode.

What levels of access (Sharing Level) can I choose when sharing my record with someone?

- **View Only**: The person you share your record with can see the information you choose to share with them.

- **View and Update**: The person you share your record with can read, add, or delete some of the information in your record, depending on what you share with them.

Only choose the level of access you feel comfortable sharing. You can change someone's level of access to your record at any time.