

YOUR HEALTHCARE PROXY ACCOUNT

How to Access another Individual's Healthcare Information through Your Proxy Account

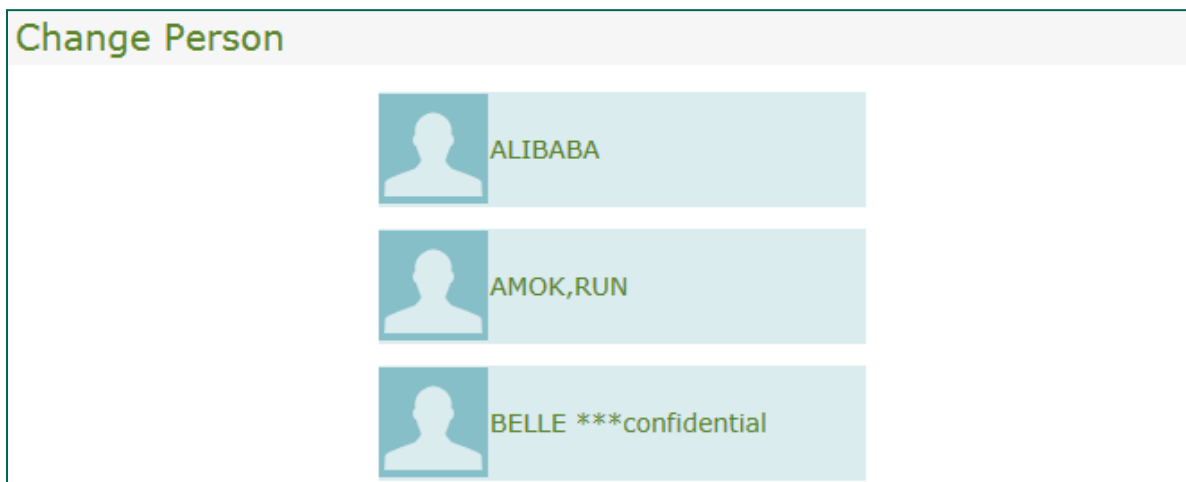
Under certain conditions, individuals can be made healthcare proxy and granted electronic access to another individual's healthcare information. Some examples where a healthcare proxy is provided: for parents with children under 13-years-of-age, adults who give permission by signing the Proxy Enrollment Form, and those who give permission through a Power of Attorney for Healthcare. For more information, please call Patient Portal Support at (406) 495-6888.

As the proxy, the account is created using your demographic information and you are owner of the account. When you first log into the account, your name should be at the top, and selecting any of the icons reveals your healthcare information. To view the information of any individual that you have been granted proxy status, simply Select > **Change Person**.

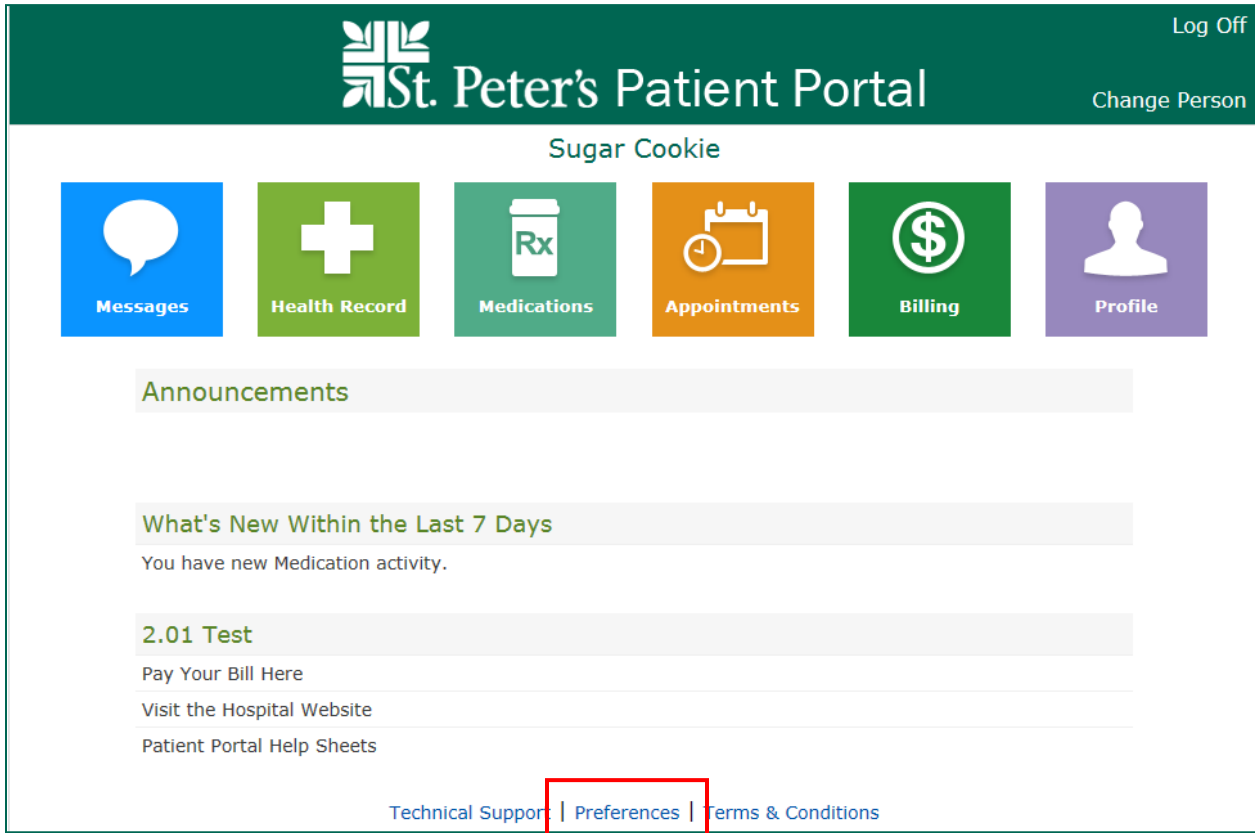


You'll then see their name under the **Change Person** list. Click on the name to toggle over to that individual's health information. Go through the same process to get back to your information.

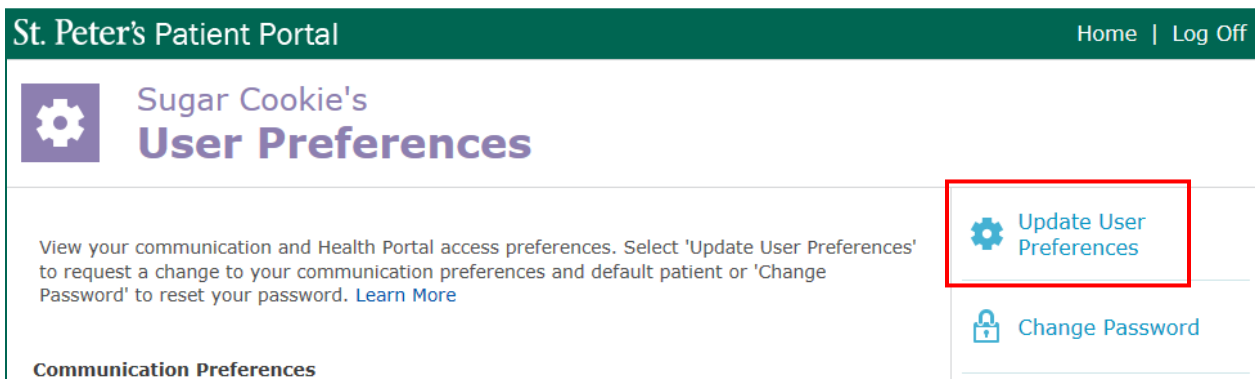
Please Note: When sending a message to a healthcare provider on the Patient Portal, always remember to access the correct individual's account first, especially if you share the same doctor!



If you would like to change the order of whose healthcare information comes up first when you initially access the portal, Select > **PREFERENCES** at the center-bottom of your Patient Portal homepage.



Then Select > **Update User Preferences.**



Then Select > **V** (the down arrow) and select another choice from the list that appears.

