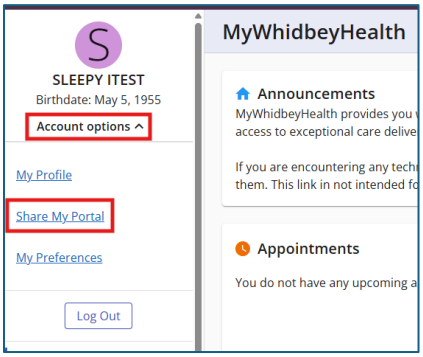
MyWhidbeyHealth Patient Portal
Shared Access

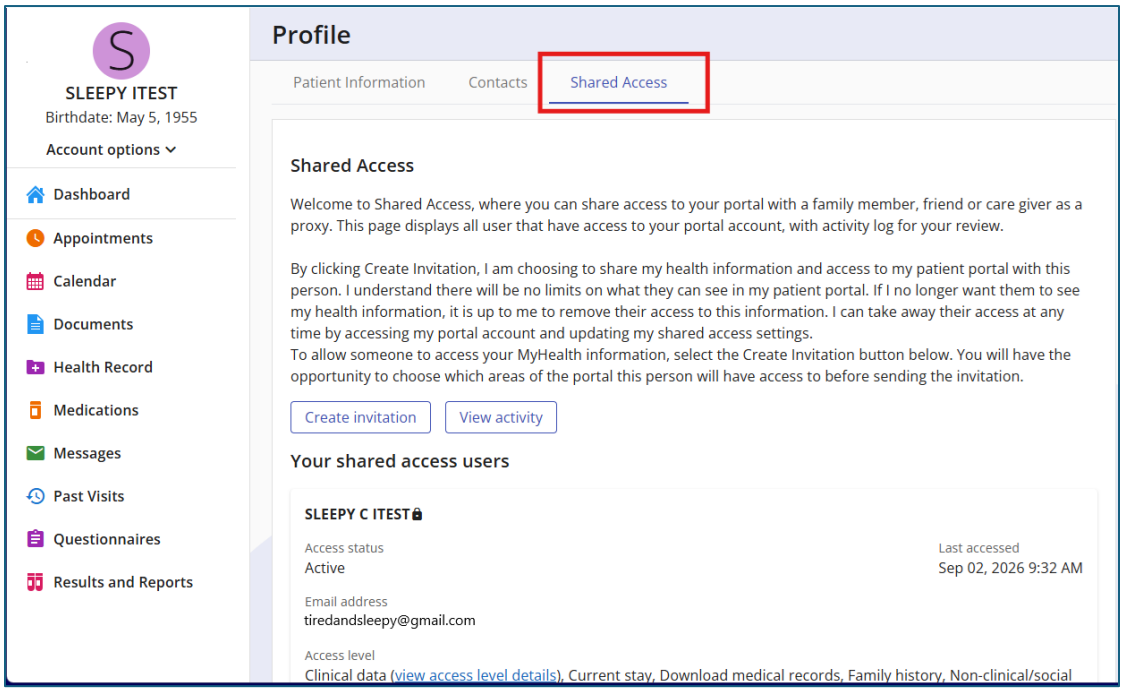
Shared Access provides MyWhidbeyHealth Patient Portal account holders the ability to share access to your Portal account with a Proxy, this could be a family member, friend, or caregiver. You can choose the level of access and determine what information they can view.

Please follow the instructions below.

1. Log in to your MyWhidbeyHealth Patient Portal account
2. Click on **Account Options**
3. Click **Share My Portal**



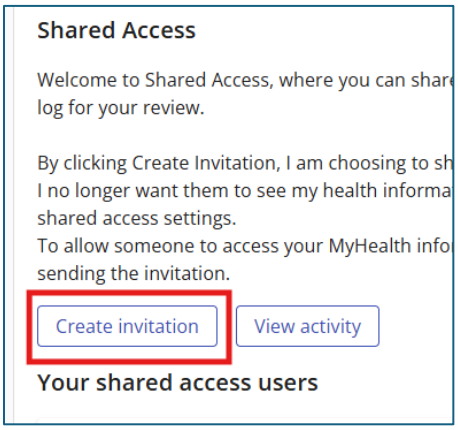
This will take you to the **Shared Access** page, where you can manage who has access to your portal account. You can view shared access users, send invitations, change or remove access, and review user activity.



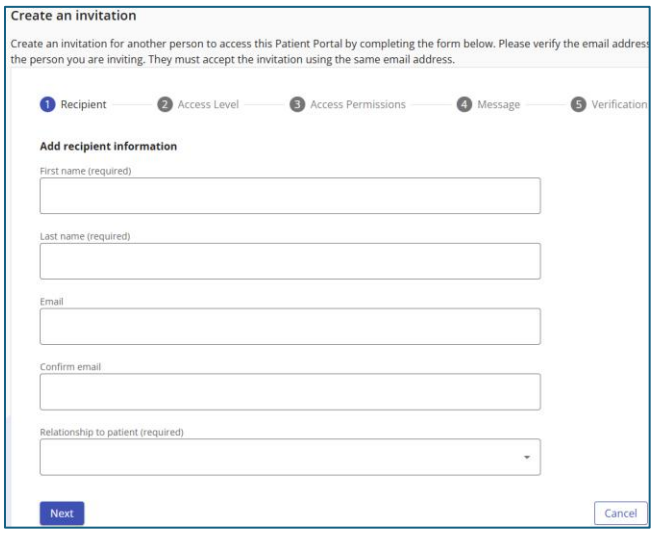
MyWhidbeyHealth Patient Portal
Shared Access

To share access to your portal account:

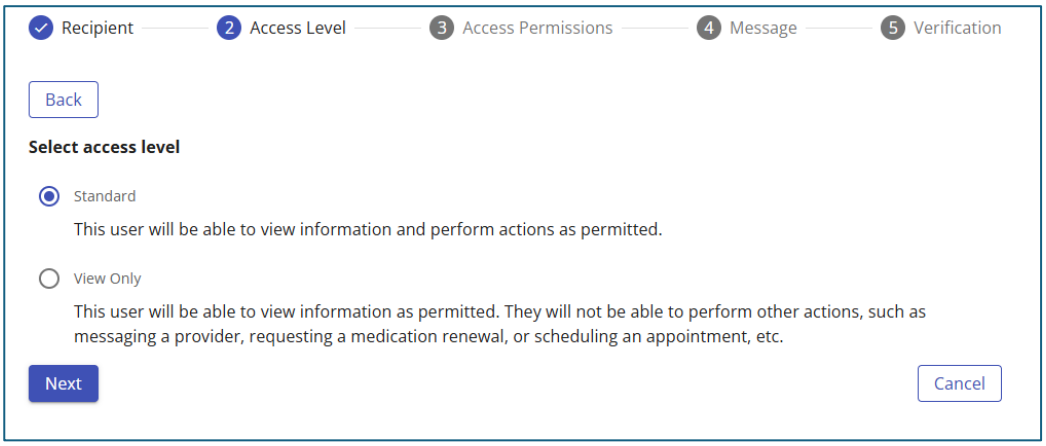
1. Select the **Create invitation** button



2. Enter the Proxy's information on the next page.
    a. **Take care to enter a valid email address, as the proxy can only accept the invitation using the email address you enter here**.
    b. Click **Next** at the bottom.

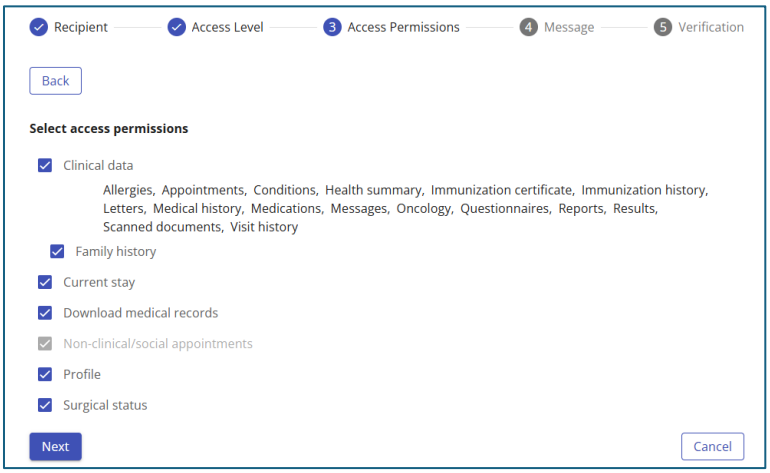


3. Choose the access level for your proxy by selecting the radio button next to **Standard** or **View Only**.



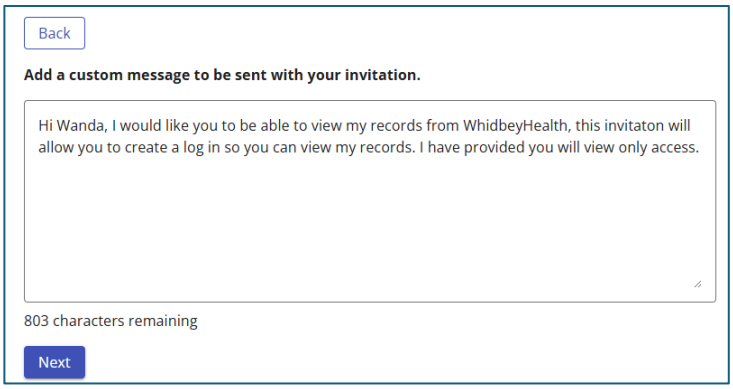
    a. Then click **Next** at the bottom

4. Select the access permissions for your proxy. Deselect the checkbox next to any record you **do not** want the proxy to view.

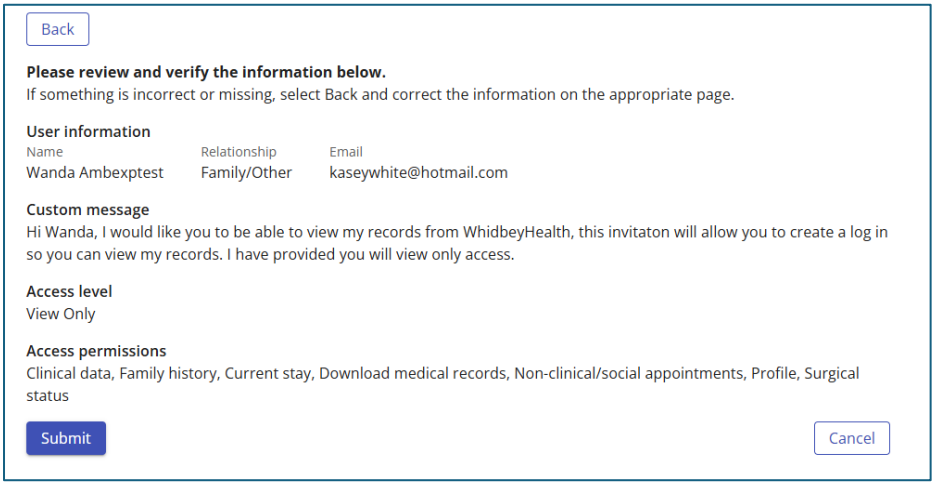


   a. Click **Next** at the bottom

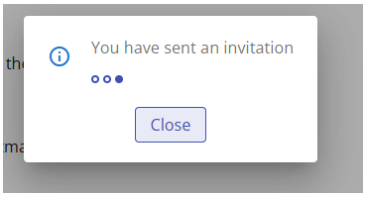
5. On the next page you can enter a personal message to your proxy that will send with the invitation.
   a. Click **Next** at the bottom



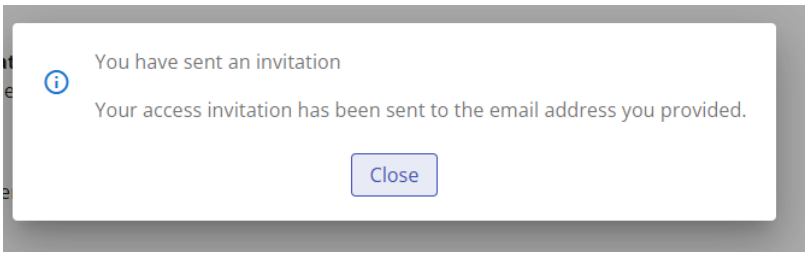
6. Follow the directions on next screen to review the information you've entered, and then click **Submit** to send your invitation.



a. A window will populate stating you have sent an invitation, and the 3 horizontal dots mean the invitation is sending.



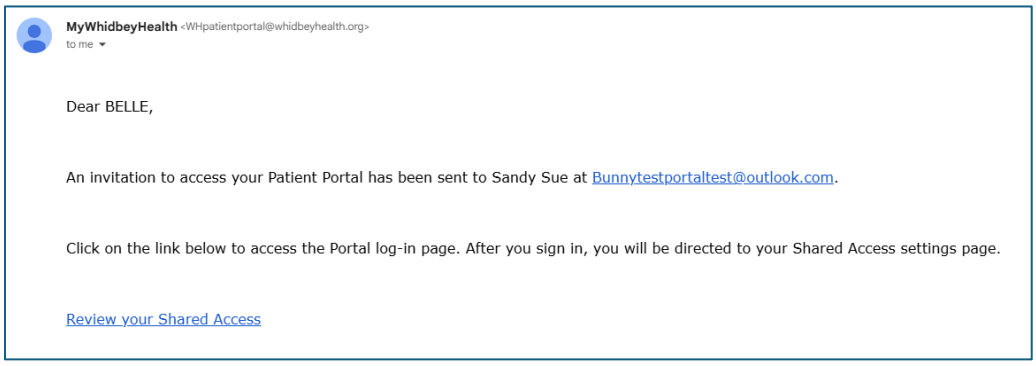
b. Once the message is done sending, an additional message box will appear. Click **Close**.



This completes sending a shared access invitation.

Patients will also *receive* **a Shared Access Receipt** by email. This message confirms that a shared-access invitation was sent and includes the name and email address of the person invited. **It is provided for your information and records only.**

Example:


MyWhidbeyHealth <WHpatientportal@whidbeyhealth.org>
to me

Dear BELLE,

An invitation to access your Patient Portal has been sent to Sandy Sue at Bunnytestportaltest@outlook.com.

Click on the link below to access the Portal log-in page. After you sign in, you will be directed to your Shared Access settings page.

Review your Shared Access

Please be advised, Shared Access is managed directly by you as the Patient. WhidbeyHealth Staff cannot initiate, manage, or make changes to Shared Access on your behalf.

Patient Portal Support is available 8:30AM-5:00PM, Monday-Friday via:

- Phone: (360) 678-8605
- Email: helpatmywhmc@whidbeyhealth.org

Please provide your full name, phone number, and a description of the issue you are experiencing.