

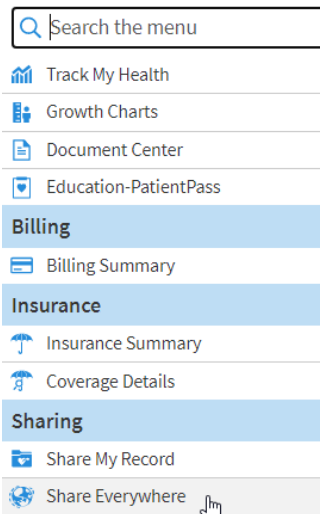
How to share my record with a non-HHS provider

MyChart by Epic comes with a feature called **Share Everywhere**, which allows you to give one time access to some of your health information to a non-HHS provider. This feature might be useful if you are out of Country and need to access medical care. This tip sheet will explain how you can give a one time code to a non-HHS provider, to share some of your health summary, medications, medication history and test results.

How to use Share Everywhere

1. Log into your MyChart Account
2. In Your Menu, select the Share Everywhere Activity

Your Menu



Search the menu

- Track My Health
- Growth Charts
- Document Center
- Education-PatientPass
- Billing**
- Billing Summary
- Insurance**
- Insurance Summary
- Coverage Details
- Sharing**
- Share My Record
- Share Everywhere

3. In the Share Everywhere activity, enter the name of the person who will be accessing your record and press **Request Share Code**.



Share Your Health Record

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

- Medications
- Allergies
- Health Issues
- Immunizations

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

If you request a share code it will expire after 60 minutes.

Who's accessing your record?

Request share code

Continued on next page.

4. You will see a message that lists the website the provider should use to access your record, as well as the one time code they will need to use. **Note – the code is only good for one hour.**

You're ready to share!

Dr. Test can now visit www.shareeverywhere.com and enter the share code below to view your record.

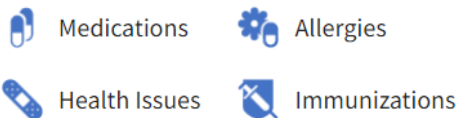
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This code will expire at 5:45 PM.

5. The provider will go to the Share Everywhere website and enter the code and your date of birth to gain access.



Share Everywhere allows patients to temporarily share portions of their health summary, which includes:



Share Code ⓘ

Patient Date of Birth

MM / DD / YYYY



Important Considerations

- If the provider logs out of the Share Everywhere session, they will not be able to use the same code to re-enter it. A new code would need to be generated.
- Share codes are only live for one hour.
- Not everything in your record is viewable via Share Everywhere. Providers may still need to contact health records if there is a specific record they are looking for.
- If you have any questions about the use of the feature or about MyChart, please contact us by email: epicmychart@hhsc.ca, or by phone by calling 905-521-2100 and asking for the Health Records department at the HHS site you visit most often.
- Visit our HHS Website for more tip sheets and information about MyChart at <https://www.hamiltonhealthsciences.ca/patients-visitors/digital-health-care/mychart/>