

EMPLOYEES ACCESSING THEIR OWN OR A FAMILY MEMBER'S MEDICAL RECORD

If your job requires access to Epic (or another medical record system at UConn Health), use your work access **ONLY** for work-related purposes.

Accessing medical records without a job-related need may result in disciplinary action.

DO	DO NOT
<input checked="" type="checkbox"/> Use MyChart to access your own medical records	<input checked="" type="checkbox"/> Use your work access to view your own medical records
<input checked="" type="checkbox"/> Use MyChart to view the medical records of a family member or other individual for whom you are the legal guardian or representative. For example: <ul style="list-style-type: none"> • Use MyChart to look up your minor child's next appointment. • If a family member has designated you as a MyChart proxy, you may use MyChart to access the family member's health information. 	<input checked="" type="checkbox"/> Use your work access to view the medical records of your minor child or other individual for whom you are the legal guardian or representative.
<input checked="" type="checkbox"/> Use your work access to view the medical records of a family member or other relative or friend <u>ONLY IF ACCESS IS NECESSARY TO DO YOUR JOB</u> (e.g., direct patient care or patient registration).	<input checked="" type="checkbox"/> Use your work access to view the medical records of a family member or other relative or friend, if access is NOT necessary to do your job, <u>even if the individual asks you to do so.</u>

BEFORE ACCESSING A PATIENT RECORD, ask yourself: "Which hat am I wearing?"

You may access records through the same mechanisms available to all other UConn Health patients and their representatives, such as MyChart.



You may access records for work-related purposes only.

For questions or to report a privacy-related concern, please contact the Office of Healthcare Compliance and Privacy at privacyoffice@uchc.edu.

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