

Atlas Alliance MyChart is a secure, online patient portal that connects you to parts of your health record at one or more of the following institutions of care: The Ottawa Hospital Academic Family Health Team, Hawkesbury and District General Hospital, Renfrew Victoria Hospital, St. Francis Memorial Hospital, The Ottawa Hospital and the University of Ottawa Heart Institute.

To request access to MyChart, please complete the fields below. If you require assistance in completing the form, please contact the Health Records Department at the institution(s) where you have received your care. MyChart access will not affect your legal right to access your health record by other means. To request a paper copy of your record, contact the Health Records Department at the institution(s) where you have received your care.

SECTION A - PATIENT INFORMATION

Last Name			
First Name		Middle Initial	
Health Care Number		Gender	
Date of Birth (YYY-MM-DD)			
Street Address			
City		Province	
Postal Code			
Phone Number - Home		Phone Number - Cell	
Email Address			
<p>The person identified below is my designated MyChart proxy and I authorize the hospitals in the Atlas Alliance to release the health information contained in my MyChart record to this MyChart proxy.</p> <p><i>NOTE: You may deactivate your proxy's access at any time by completing the MyChart Deactivation Request Form.</i></p>			

SECTION B - PROXY INFORMATION

This section authorizes the release of personal health information to another individual (proxy) through a patient's Atlas Alliance MyChart portal. Please read it carefully. This section should be completed by the patient (if age 12 years or older) or legal guardian (if under age 12 years).

Last Name			
First Name		Middle Initial	
Health Care Number (HCN) (optional – for record creation & identity purposes)		Date of Birth (YYYY-MM-DD)	
Email Address			

Name- Patient	Signature – Patient	Date
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Name – Proxy	Signature – Proxy	Date
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Complete the form and return to the Health Record Department of the closest Atlas partner where you receive your care.