

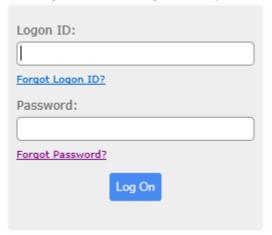
Quick Tips: Proxy (Family/Friend) Enrollment Instructions

To enroll into *My Health My Way* Patient Portal as a Proxy, (Family/Friend) please contact the Ontario Shores Health Information Management Department (HIM):

Phone: 905-430-4061

Email: myhealthmyway@ontarioshores.ca

- 1. You will need to provide Health Information Management (HIM) with the following information, (in person or via email):
 - a. Valid Government ID
 - b. Legal documentation form for the consent/use/disclosure of PHI to help with patient care OR signed form by the patient for access
 - c. Signed form to request access to Ontario Shores' HealthCheck by the patient
 - d. Valid email address
- 2. The Health Information Management (HIM) department will sign you up and you will be emailed a one-time login ID and password and a link to the *My Health My Way* Patient Portal. This is valid for 72 hours.
- 3. Select the link and sign in using the one time login ID and password.



- 4. Once logged in, you will be prompted to create a new user ID, a new password and set up your security questions.
- 5. You are now enrolled into the *My Health My Way* Patient Portal and can view personal health information for the patient.