

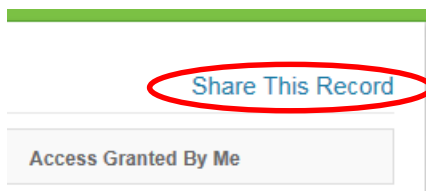
# MYCOMPASS REGISTRATION

## How to Give Proxy Rights to Another Person

1. While on CernerHealth web site, go to **Health Record** tab and click on **Record Sharing**



2. Click on **Share This Record**



3. Complete required fields as indicated

A screenshot of the 'Share My Record' form. The form title is 'Share My Record'. Below the title is the instruction: 'Provide contact information for the person to whom you are giving access.' There is a section for '\*Required Fields' with three input fields: 'First Name \*', 'Email Address \*', and 'Access Level \*'. The 'Access Level \*' field has three radio button options: 'View' (selected), 'Edit', and 'Co-Owner'. Below these options is the text 'Co-Owner: View, Edit, and Share Record.' A red callout box with a red arrow pointing to the 'Edit' radio button contains the text: 'Edit allows proxy person the ability to change personal information'.

## MYCOMPASS REGISTRATION

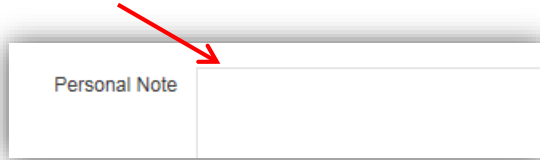
4. Patient should enter a short phrase or password that the recipient will be required to enter when accepting the invitation.



Secret

Enter a word or short phrase (optional). The recipient will have to enter it when accepting the invitation

5. A personal note may be added if desired.



Personal Note

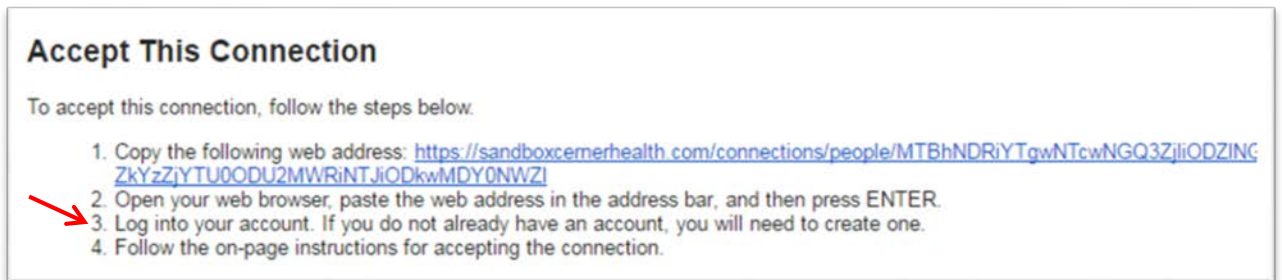
6. Click **Send** to generate the invitation to the proxy person



Send

## Proxy Acceptance of Record Sharing Request

1. Proxy receives e-mail with link and instructions on how to establish the connection. **Note:** If proxy person does not have a CernerHealth account they will have to create one.

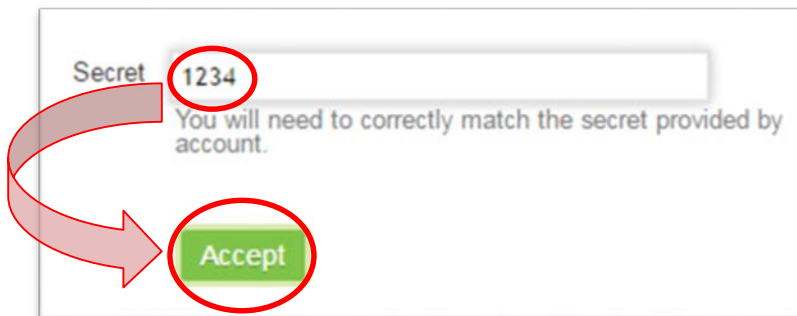


**Accept This Connection**

To accept this connection, follow the steps below:

1. Copy the following web address: <https://sandboxcernerhealth.com/connections/people/MTBhNDRiYtgwNTcwNGQ3ZjliODZiNGZkYzZjYtU0ODU2MWRiNTJiODkwMDY0NWZl>
2. Open your web browser, paste the web address in the address bar, and then press ENTER.
3. Log into your account. If you do not already have an account, you will need to create one.
4. Follow the on-page instructions for accepting the connection.

2. The proxy will need to obtain the password from the patient (see #4 above).



Secret

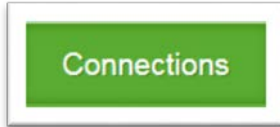
You will need to correctly match the secret provided by account.

Accept

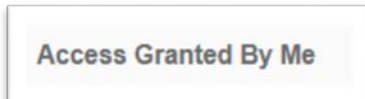
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## How Patient Can Sever Proxy Access

1. Go to **Connections** in your Cerner Health account



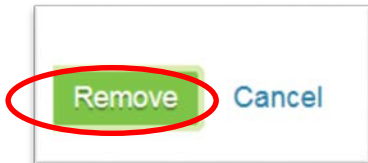
2. In **Record Sharing** section view the list of those who have been granted access by the patient.



3. Click on **Remove** by the name of the individual whose access is to be severed



4. Next screen prompts the user to confirm the selection



5. Access is then severed