# TIP SHEET
# Proxy Access & COVID

**inspira HEALTH**

## Requesting Proxy Access

Proxy access allows you to view data from another person's medical record through Inspira's Patient Portal. It's available to parents of unemancipated minors or legally established Power of Attorney or guardianship for adults.

If you need to establish proxy access, you'll first need to contact Medical Records at **(856) 641–6642** to be added as an authorized representative. The Medical Records department is open Monday through Friday, excluding holidays, 8 a.m. – 4 p.m.

## Accepting the Invitation

You'll receive an invitation to view the patient's records. Open the link in the email to begin.
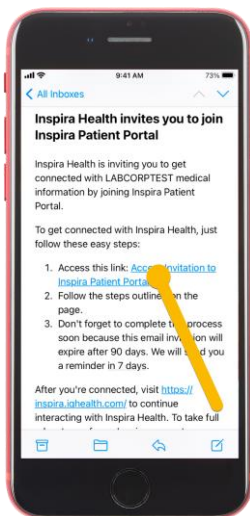


You're first prompted to verify the account you're accessing. **Please note that the date of birth entered here is the patient's**, and the challenge question was decided when you were added as an authorized representative. Complete each field to continue.

If you have your own Inspira portal account, you'll be prompted to log in. If not, you'll need to create one. Enter your information and **Submit**. Your account will then be created and you'll be logged into the portal.
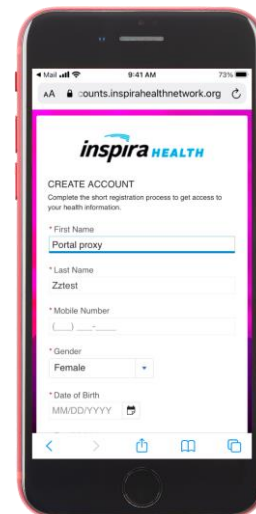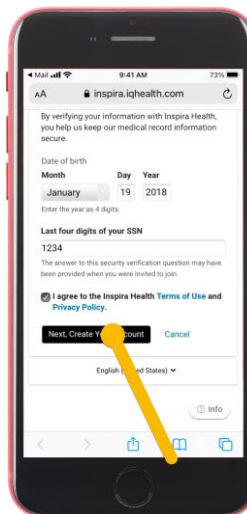


## Accessing Records

Once logged into the patient portal, you can open the menu or scroll to the Results section. Tap the drop-down menu at the top of the Results section to change who you're viewing results for. Tapping one of the tiles will open the corresponding section of the record. To view COVID test results, tap to open the **COVID Center**.
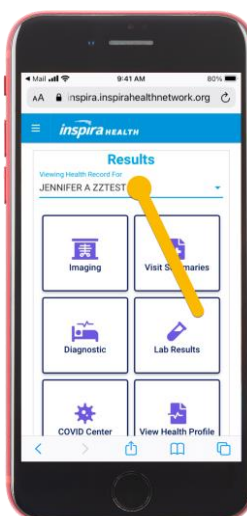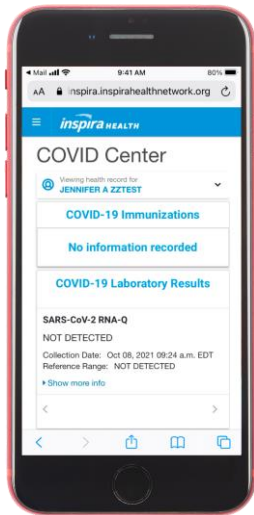


If the record you've been granted proxy access to belongs to someone under 12, you'll have complete access to all details. If the person is 12 to 17, you'll only be able to access their immunization records and COVID test results.
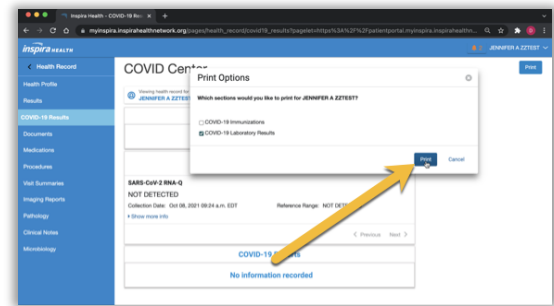
COVID immunizations and results display here for reference and are updated automatically.



## Printing COVID Results

If you need a printed copy, access a laptop or desktop PC, go to https://myinspira.inspirahealthnetwork.org, log in to the patient portal and access the **COVID-19 Results** section.

Click the **Print** button located in the **upper right**.



Check the boxes for what you need and click **Print**.



Exactly what you see next depends on your computer setup, but you should be able to print the results or save them as a pdf.
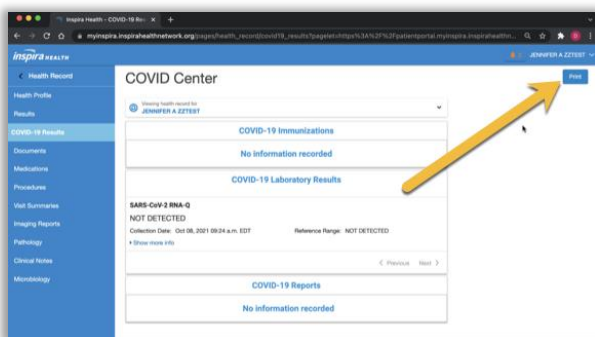
## Additional Resources

To **watch a video** demonstrating this process, click here or scan the image below with a QR code-reading application or your smartphone or tablet's camera.



SCAN ME

**Inspira's Patient Portal provides you with more than COVID Results!** Learn more about all your Inspira patient portal has to offer by viewing our collection of portal videos by clicking here.