

Health Link Minor Proxy Request Process

Access your child's (17 years old or younger) Health Link record

Access to your minor proxy's health record online is completed by request, verification, and invitation.

- Please fill out the "**Health Link Patient Portal Minor Proxy Request Form**" on page 2 below.
 - Include all demographic information
 - Fill out a **new** form for each minor patient request
 - Include Social Security Number for the minor proxy
 - Please print clearly
 - Printed forms are available at your Heritage Valley Health System Pediatrics office ***
- Return completed form(s) to your Heritage Valley Health System Pediatrics office
- The office staff will validate your information with you and submit the request to Heritage Valley Health Link.
- Within 7 business days you will receive an email invitation to connect your Health Link account to your minor proxy's health record.
 - Follow the link and directions in the email invitation to complete the connection process
 - The minor proxy process is not finished until you **complete the invitation** connection
- Once your request has been completed you will be able to access your minor proxy's account by selecting their name. The name will be located in a drop down box under your name at the top of the Health Link screen.



- On a mobile device you can access your minor proxy's account by selecting their name under the **Account** button and selecting the correct name.
- You can go back to your account in Health Link by completing the same selection process and choosing your name.

*** If the minor proxy's provider is not a Heritage Valley Health System Pediatrics provider you can submit the completed form(s) at one of the Heritage Valley Health Information Management (Medical Records) Department:

- Heritage Valley Beaver: 1000 Dutch Ridge Road, Beaver, Pa 15009
- Heritage Valley Sewickley : 720 Blackburn Road, Sewickley, Pa 15143
- You may also fax your request along with proof of guardianship to **724-773-4624**

Health Link Support Email: healthlink@hvhs.org
Health Link Support Voice Mail: 724 773-8344

