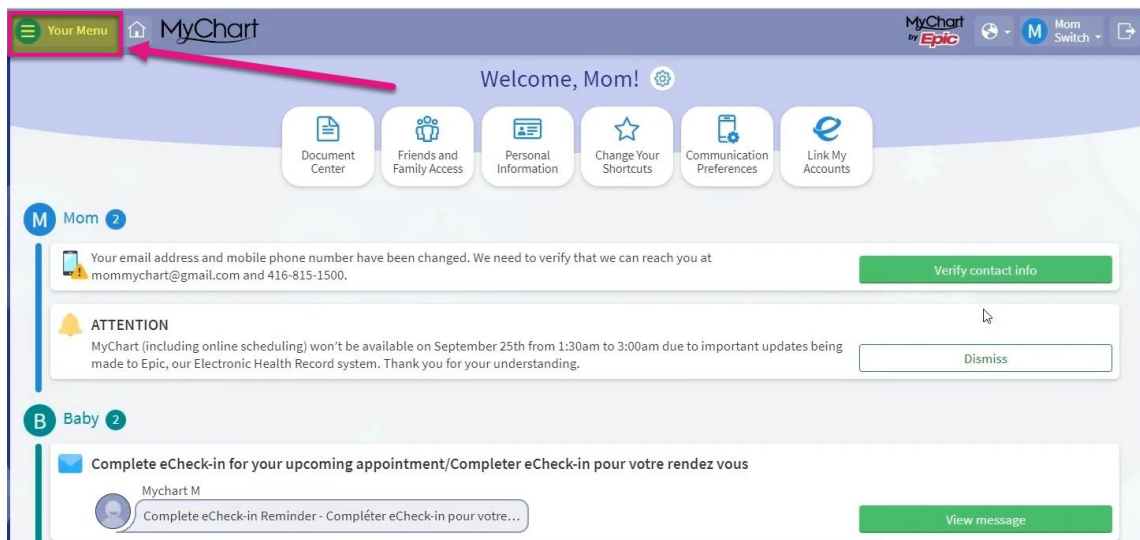


MyChart® Communication Preferences

This tipsheet will review how a proxy (parent or legal guardian of a patient) can update their communication preferences in MyChart.

Parent or Legal Guardians Perspective:

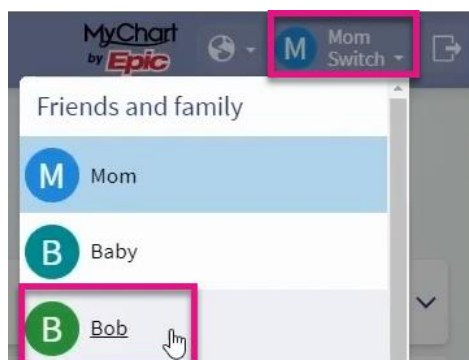
From the MyChart Welcome page use the **Your Menu** button > **Account Settings** > **Communication Preferences**.



Parents or legal guardians must ensure that the box for **Update my preferences for communications I receive about others** is selected.

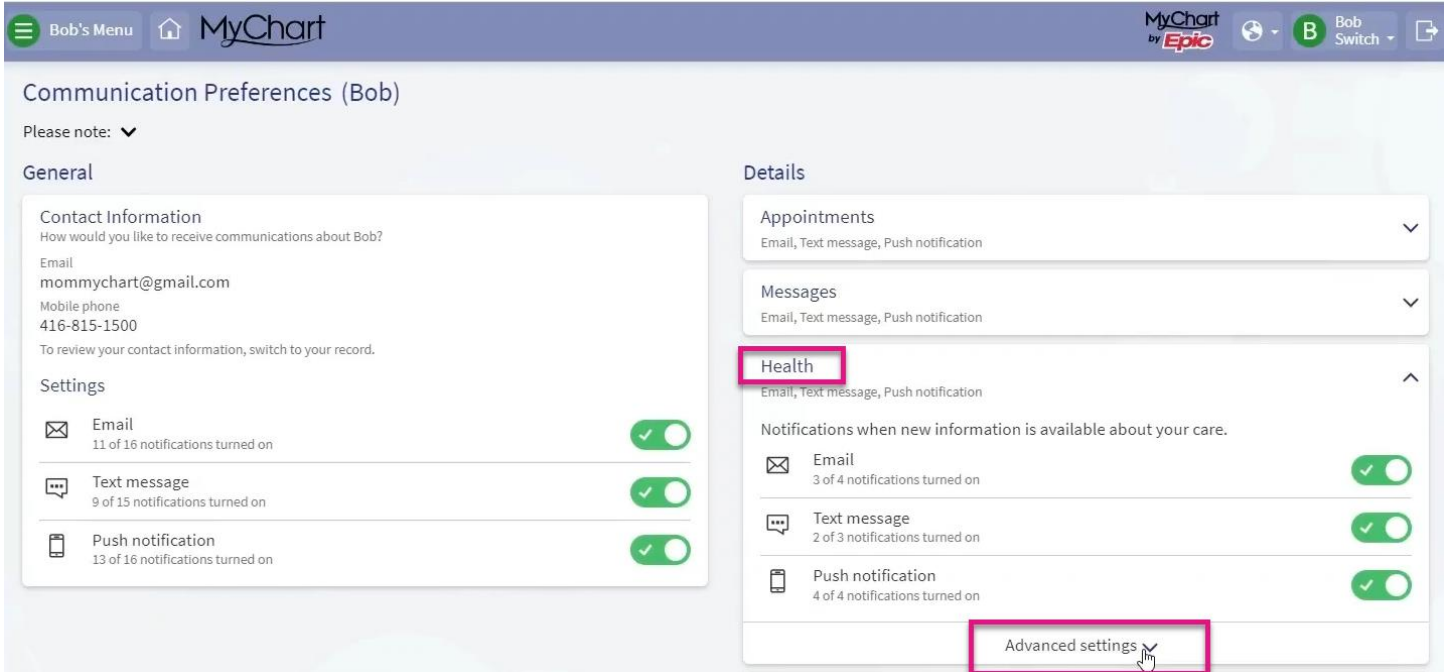
Any changes made to communication preferences will be made for all patients that you manage on my chart.

If you are only interested in updating the communication preferences for one of the patients you manage, select your name > then select the patient you are looking for.

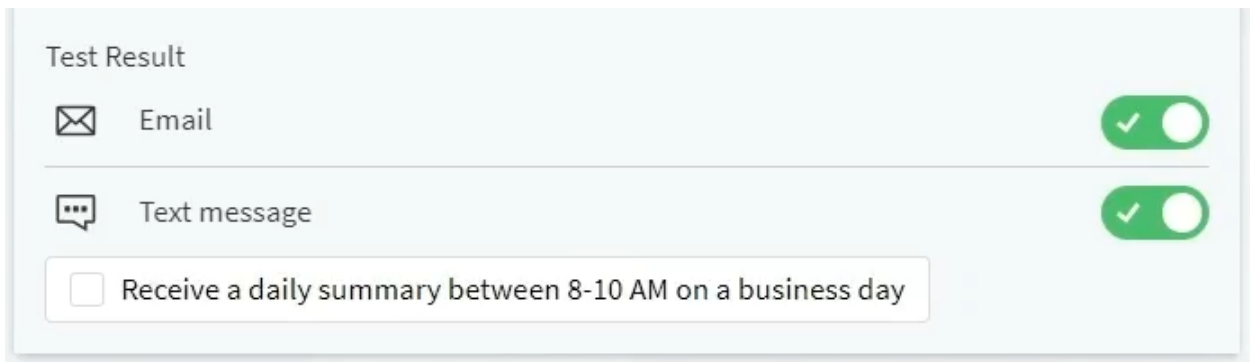




You will now be changing the preferences specifically for Bob. Under **Details** to change the preferences for new test results, select **Health** option, then select the **Advanced Settings** drop down menu.



Scroll down until you find the **Test Results** section.



Decide which notifications you would like to receive specific to test results.

If patients find that they are receiving too many notifications for test results, they may decide to opt in to receive daily summaries **between 8:00 to 10:00 AM on business days**.

By selecting this option, they will only receive one notification daily about new test results.

If new test results are posted after they have received their notification, they will not receive another notification until the next business day.

Remember to always **Save changes** in the bottom of the screen.