

MyAspirus

# Family Access Guide

For technical assistance  
with MyAspirus, please  
call 888.692.7740



[myaspirus.org](http://myaspirus.org)  
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ASP-110 (09/19/17)



## Access your family's medical records:

Aspirus can add members of your family to your MyAspirus account for convenient access to appointments, immunization records, growth charts and more. This includes minor children, as well as adult parents.

### To obtain access to records of your family member age 18 and younger:

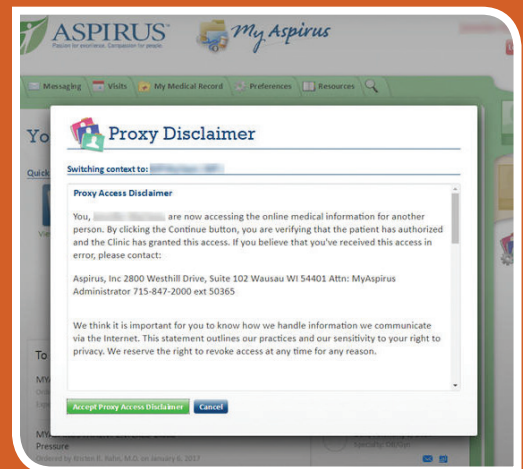
1. Contact the provider's office of the minor for whom you wish to request MyAspirus access.
2. The provider's office will review your request and will add the family member to your MyAspirus account if appropriate.

### To obtain access to records of your family members over age 18:

1. Access your own MyAspirus account at [myaspirus.org](http://myaspirus.org)
2. From the home page, under Quick Links, click on the "My Family's Records" icon
3. Click on the link to "MyAspirus Proxy Consent Form"
4. Print consent form and either mail or fax the completed form to Aspirus Clinics at the address or fax number listed
4. Your request will be reviewed and family members will then be added to your MyAspirus account

## To access MyAspirus account:

1. Log into your MyAspirus account at [myaspirus.org](http://myaspirus.org).
2. Below the Aspirus logo, you will see tabs of family members for which you have access.
3. Select the tab you wish to view.
4. Read and review the Proxy Access Disclaimer. Select "Accept" if you agree to the terms and conditions.



5. You will then have access to your family member's medical information.
6. **Important reminder:** Once you access your family member's account, you will then be acting on behalf of that family member.

If the family member you wish to view is not listed, you will need to contact his/her provider's office for further information.