



Telehealth Assistance Program How to Remove Proxy Access in eCW Tip Sheet

Proxy access can be removed on demand for minor patients who will be seen for reproductive health type visits that do not require parental consent.

Access is removed via the **OPTIONS** menu on the patient information page. This is also referred to as *'patient demographics'*. The options menu is found at the bottom of the page.

Patient Informa	ation (Test, Alerts Child)						
Account No	9324	Prefix	▼		Date Of Birth*	01/11/2012	Age: 8Y 4M
Last Name*	Test	Suffix	T		Sex*	Male	S.O./G.I.
i First Name*	Alerts Child	м			SSN*		Not Provided
Previous Name					Parer	nt Info Select Se	t Emergency Contact
Preferred Name					Resp Party*	Test,Steph DOB:04/14/1965 Age:55 Home:616-308-1094	Y Sex:female
Address Line 1*					Relation	3 Natural C	hild - Insured has Fina
Address Line 2						Family Hub	Select Remove
City*		Validate			Emergency	Test, Brother	
State	MI Zip	Zip Country US			Contact	Relation: Address:1212 Main	
Home Phone*					Acct Balance	210.68	Details Gr.Bal
Work Phone		Ext			Pt Balance	210.68	Acc Inquiry
Email	Does not have e-Mail		Not Provided		Next Appt		
Last Appt	08/30/2019 10:15 Am						
		Insuran	ce (0) Pharmac	ies (0) Co	ontacts Attorney	s Case Management	Circle of Care
		Self Pay	/ Sliding Fee so	hedule	New Case Ma	aster Fee Schedule 🔻	Add Update
1 N/	AME	STATE	SUBSCRIBER N	O REL	INSURED	CO PAY	GROUP NO
Additional Information	on Alert Misc	Info	P.S.A.C				

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Click on the options menu and choose WEB ENABLE.



The **PATIENT COMMUNICATION SETTINGS** page will open. You will find the proxy access option under account type and accessibility.

Patient Communication Settings 8					
Test Alerts Child 8yrs, Male 🚆 11 Jan 2012 🕓 🤉 MI- 🚞			DS		
Communication Types	Status: Not Web Enabled	Reminder Types More Select All			
Patient Portal Login Credentials (Primary)	Account Type & Accessibility	Appointments Lab Results			
Username * alerts childtest2012	Type Self Managed Type Proxy Managed	ealth Maintenance	A		
Email *	Accessibility Restricted Access Complete Access	ieneral Notification	hn		
Expiry Date: 01/11/2025					
	Note: Self Manage has complete access rights		5		
■ Voice Enabled ● English ● Spanish	y.				
Text Enabled English Spanish					
Notes					
Max 255 characters (255 characters remaining) Patient opts out all practice communication Log Close					

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Account Type & Accessibility						
Туре	Self Managed					
	Proxy Managed					
Accessibilit	y 🌔 Restricted Access					
	Complete Access					

Change the type from **PROXY MANAGED** to **SELF MANAGED**. Click Save, log out and log back in to confirm the change.

This process will need to be repeated to turn the proxy access back on where applicable.