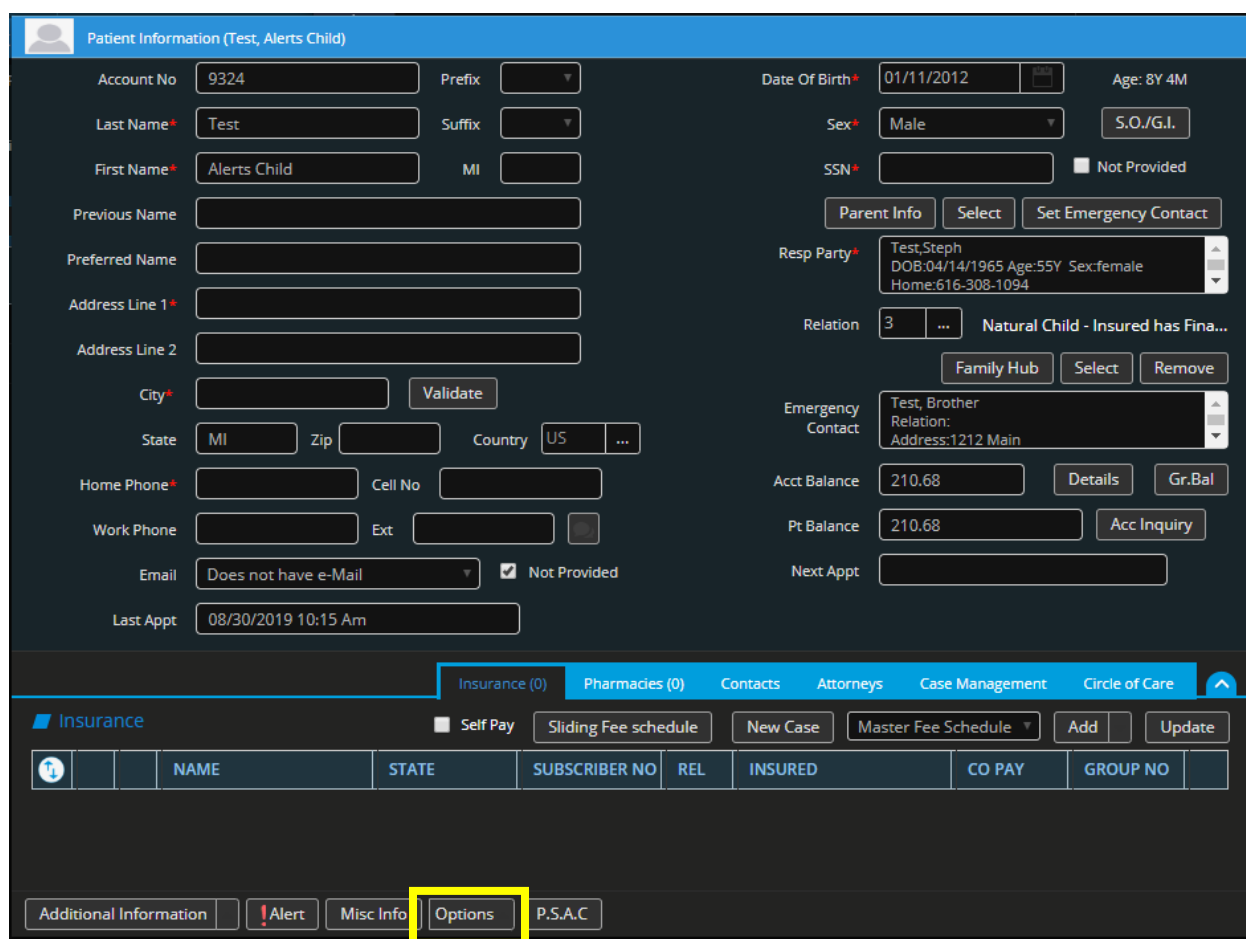


# Telehealth Assistance Program

## 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 Information (Test, Alerts Child)**

Account No: 9324 Prefix: [v]  
 Last Name\*: Test Suffix: [v]  
 First Name\*: Alerts Child MI: [v]  
 Previous Name: [v]  
 Preferred Name: [v]  
 Address Line 1\*: [v]  
 Address Line 2: [v]  
 City\*: [v] Validate  
 State: MI Zip: [v] Country: US [v]  
 Home Phone\*: [v] Cell No: [v]  
 Work Phone: [v] Ext: [v]  
 Email: Does not have e-Mail [v]  Not Provided  
 Last Appt: 08/30/2019 10:15 Am

Date Of Birth\*: 01/11/2012 Age: 8Y 4M  
 Sex\*: Male S.O./G.I.  
 SSN\*: [v]  Not Provided

Parent Info [v] Select Set Emergency Contact

Resp Party\*: Test,Steph  
 DOB:04/14/1965 Age:55Y Sex:female  
 Home:616-308-1094

Relation: 3 [v] Natural Child - Insured has Fina...  
 Family Hub [v] Select Remove

Emergency Contact: Test, Brother  
 Relation:  
 Address:1212 Main

Acct Balance: 210.68 Details Gr.Bal  
 Pt Balance: 210.68 Acc Inquiry  
 Next Appt: [v]

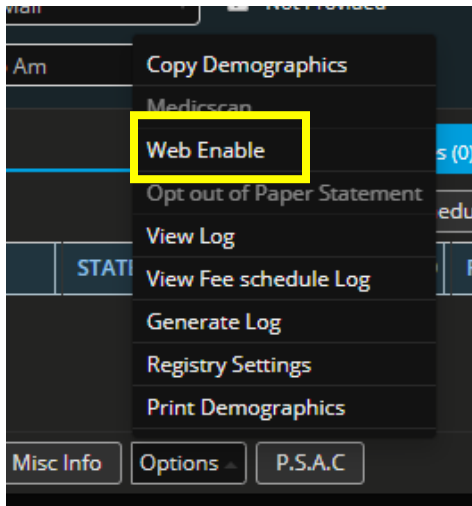
Insurance (0) Pharmacies (0) Contacts Attorneys Case Management Circle of Care

Insurance  Self Pay Sliding Fee schedule New Case Master Fee Schedule [v] Add Update

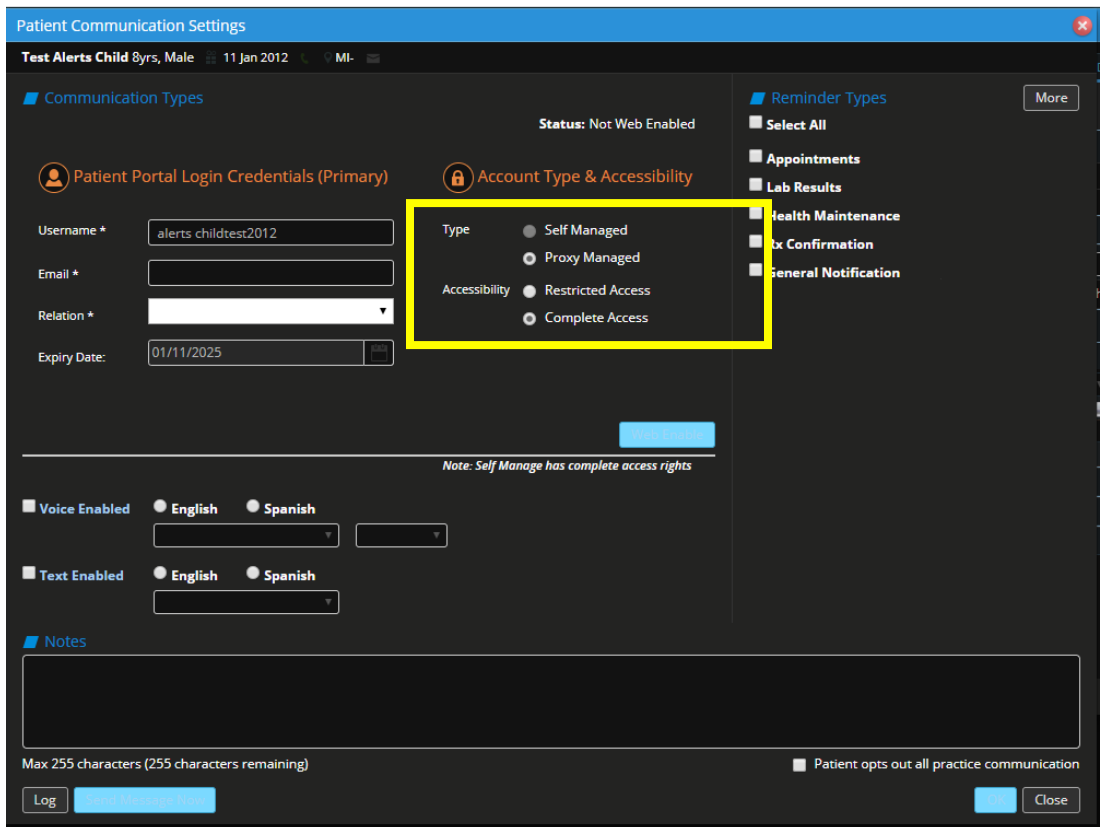
NAME	STATE	SUBSCRIBER NO	REL	INSURED	CO PAY	GROUP NO

Additional Information [v] !Alert Misc Info **Options** P.S.A.C

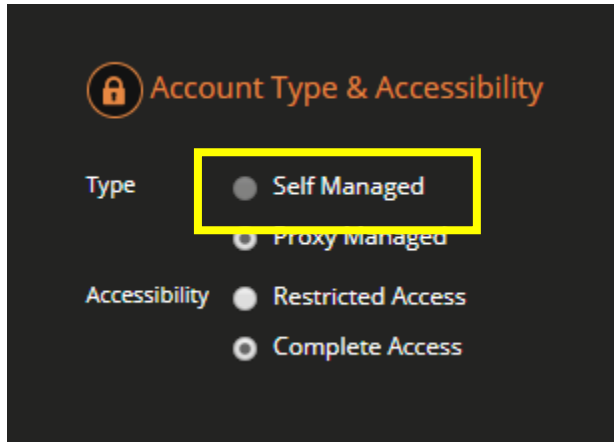
Click on the options menu and choose **WEB ENABLE**.



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



*This is a proprietary document created by CareOptimize. The recipient may not publish or redistribute this document to a third party without the prior written consent of CareOptimize.*



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.