

**Acting for a family or non-family member allows you to access records and services online and manage tasks on their behalf.  
Both parties must be Kaiser Permanente members.**

If you wish to act for :	Your child (up through age 11)	Your teen (ages 12-17)	An adult (18+) family member or friend
How to set up access from My Doctor Online at <a href="http://kp.org/mydoctor">kp.org/mydoctor</a>	On the left-hand navigation bar of your doctor's home page, click on the "Set up Access" link under "Manage your family's health", sign on using your password and user ID, and click "Add a child to your family list".	On the left-hand navigation bar of your doctor's home page, click on the "Set up Access" link under "Manage your family's health", sign on using your password and user ID, and click "Add a child to your family list".	You must each have your own online password and user ID, and s/he will need your medical record number and your birthday to grant you permission. Ask him/her to click on the "Set up Access" link under "Manage your family's health" on the left of the doctor's home page, sign on using his/her password and user ID, and select "Share your information with an adult family member".
<b>Of these key records and services, what will you be able to see and what functions can you use on behalf of that member?</b>			
E-mail your doctor (send, receive, and view messages )	✓	✓	✓
View immunizations (completed and due)	✓	✓	✓
Receive preventive health reminders via the KP Preventive Care mobile app	✓	✓	✓
View lab results	✓		✓
View, cancel or change appointments (a kp.org active member can always <u>make</u> routine appointments online for another, as long as they have the member's name, medical record number and birth date.	✓		✓
View past visit notes	✓		✓
View prescriptions list (a kp.org active member can always <u>refill online a particular prescription</u> for another, as long as they have the member's medical record number and prescription number.	✓		✓
Special Considerations	A newborn must have a medical record number before access can be granted. This may take a few days after birth.	Children 13 years or older may register for their own account; they are not eligible for an instant online password-it must be mailed. There is no way for a teen to grant a parent/guardian online access to the records unchecked in this column*, but a parent/guardian may request hard copy of records from their facility's Member Services Department.	<b>ALERT:</b> at age 18, State law says a child becomes responsible for his/her own medical records. Parent/guardian access to the 18-year-old's online health information will be automatically discontinued one day prior to the 18th birthday, unless the 18-year-old signs on with his/her own password and user ID and adds the parent to his/her family list (as described above).

## About Caregivers:

\* From page 1: If your teen has diminished capacity, you can access the full set of records online. See below for definition of diminished capacity.

You can read about adding yourself as a **caregiver** for someone who needs assistance, but you will need to come in to Member Services to set up access (see below).

**Act for a family member**  
set up your family list

When you set up your family list, you set up the legal permissions needed to let you and your family share personal health information and use secure kp.org services for one another — even if you're covered by different Kaiser Permanente plans.

[Set up your family list](#) to share information. Then you can help one another make appointments, refill prescriptions, and more.

[Get answers to frequently asked questions.](#)

### Set up your family list

- [Add a child to your family list](#)
- [Add yourself as a caregiver for someone who needs assistance](#)
- [Share your information with an adult family member](#)

**Add yourself as a caregiver**

### Are you a caregiver?

If you're a family member, friend, or health care professional who's a caregiver, you may be able to get permission to use kp.org to help those who need a little extra assistance managing their care.

Who might need a little help?

- teens and adults with diminished capacity
- those who have mobility or other health issues that make using a computer difficult
- seniors who don't have or can't use a computer

### What is diminished capacity?

As used here, "diminished capacity" means that someone is intellectually impaired and isn't able to consent for you to act on their behalf.

### How do you get permission?

You should contact the Member Services department at your facility. Member Services will evaluate your request, and, if your request is appropriate, will ask the facility staff to update our system. If additional evidence is needed, you'll be asked for proof of legal guardianship or health care power of attorney.

### If the person you're caring for can give consent but can't use a computer

You won't need power of attorney, but both of you will need to go in person to the facility's Member Services department where the person gets care. The person you're caring for must give their verbal permission to an authorized Kaiser Permanente staff member. The facility staff will let you know when you'll be able to use kp.org on their behalf.