

For Office use only  
Medical Record # \_\_\_\_\_

**Thank you for requesting access to Essentia MyChart. The information that you submitted on the website could not be matched with what we have on file. Please complete this form and return it to the address provided. All sections must be completed. Please print clearly.**

Patient Name: *last*, \_\_\_\_\_ *first*, \_\_\_\_\_ *middle initial*, \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Email Address: \_\_\_\_\_ Last four digits of SSN \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Your Mother's Maiden Name: \_\_\_\_\_

Insurance Membership ID: \_\_\_\_\_ Group #: \_\_\_\_\_ I do not have insurance .

I allow Essentia Health to release my personal health information to me via an online MyChart account. I will be able to access information maintained in MyChart for my personal use.

I understand that:

- This authorization will be valid for as long as I maintain an active MyChart account.
- If I change my mind and no longer want MyChart access, I may let Essentia Health know in writing at any time. This change will become effective no later than the next business day after the date that Essentia Health receives my request and will not apply to information that has already been released before this effective date.
- Essentia Health cannot be responsible for the confidentiality of information released to me, and cannot prevent me from releasing the information to another person. At that time, the information is no longer protected by federal and state privacy regulations.
- If I do not sign this form I will still be treated and payment, enrollment and eligibility for benefits will not be impacted.
- To be valid, this form must be completely filled out, signed, and dated. A photocopy, fax or electronically scanned and transmitted image is the same as the original.
- I can receive a signed copy of this form upon my request.
- To complete the MyChart enrollment process and gain access to a MyChart account, I must activate the account with the code I will be or already have been given. As part of this on-line activation process I will be asked to confirm that I have read and agree to the MyChart Terms and Conditions. I understand that every time I use MyChart I agree to these Terms and Conditions.
- I designate my MyChart account as my preferred method of communications.
- I attest that I am the individual identified on this document and I agree to the information outlined above. (If applicable,) I understand that I am electronically signing this document, and I understand that my electronic signature is the same as a handwritten signature for the purpose of validity, enforceability, and admissibility.

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Today's Date

**Return completed form to:**

Email: [MyChartSignUp@EssentiaHealth.org](mailto:MyChartSignUp@EssentiaHealth.org)

Mail: Health Information Services – West Annex – HIS – 45  
400 East Third Street, Duluth MN 55805

Fax: 218-786-6658 Phone: 877-231-1985

