

## **MyChart® Communication Preferences**

This tipsheet will review how a proxy (parent or legal guardian of a patient) can update their communication preferences in MyChart.

## **Parent or Legal Guardians Perspective:**

From the MyChart Welcome page use the **Your Menu** button > **Account Settings** > **Communication Preferences**.

Your Menu D MyChart	MyChart <sup>by</sup> Epice S - M Mom Switch - E
Welcome, Mom! 🐵	
Document Center Friends and Friends and Family Access Personal Information Change Your Shortcuts Change Your S	
Your email address and mobile phone number have been changed. We need to verify that we can reach you at mommychart@gmail.com and 416-815-1500.	Verify contact info
	l∕3
MyChart (including online scheduling) won't be available on September 25th from 1:30am to 3:00am due to important updates being made to Epic, our Electronic Health Record system. Thank you for your understanding.	Dismiss
B Baby 2 Complete eCheck-in for your upcoming appointment/Completer eCheck-in pour votre rendez vous	
Complete eCheck-in Reminder - Compléter eCheck-in pour votre	View message

Parents or legal guardians must ensure that the box for **Update my preferences for communications I** receive about others is selected.

Any changes made to communication preferences will be made for all patients that you manage on my chart.

If you are only interested in updating the communication preferences for one of the patients you manage, select your name > then select the patient you are looking for.



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You will now be changing the preferences specifically for Bob. Under **Details** to change the preferences for new test results, select **Health** option, then select the **Advanced Settings** drop down menu.

😑 Bob	's Menu 🔐 MyChart	MyChart S - B Bob ** Epic	G
Com	munication Preferences (Bob)		
Genera	al	Details	
Cont How w Email	act Information ould you like to receive communications about Bob?	Appointments Email, Text message, Push notification	•
mom <sup>Mobile</sup> 416-8	mychart@gmail.com ¤phone 15-1500	Messages. Email, Text message, Push notification	·
To revi Setti	ew your contact information, switch to your record. ngs	Health Email, Text message, Push notification	
	Email 11 of 16 notifications turned on	Notifications when new information is available about your care.	
Ð	Text message 9 of 15 notifications turned on	3 of 4 notifications turned on	
	Push notification 13 of 16 notifications turned on	Push notification     4 of 4 notifications turned on	
		Advanced settings	

Scroll down until you find the Test Results section.

Test R	Result	
$\bowtie$	Email	$\checkmark$
	Text message	
	Receive a daily summary between 8-10 AM on a business day	

Decide which notifications you would like to receive specific to test results.

If patients find that they are receiving too many notifications for test results, they may decide to opt in to receive daily summaries **between 8:00 to 10:00 AM on business days**.

By selecting this option, they will only receive one notification daily about new test results.

If new test results are posted after they have received their notification, they will not receive another notification until the next business day.

Remember to always

Save changes in the bottom of the screen.