Access to the MyHealthatVanderbilt Account of a Child Under 13 Years Old
Requirements and Procedures

Requirements:
- Parents or legal guardians can establish Parent/Guardian access rights to information available through MyHealthatVanderbilt (MHAV) regarding their children who are under 13 years old. Once the parent or legal guardian has Parent/Guardian access rights to information for their child, they may create a MHAV account with controlled access for their child to access that child’s information.

Requirements for accessing a child’s information through MyHealthatVanderbilt:
- Parent or Legal Guardian must complete and sign the Parent/Guardian Access to the MyHealthatVanderbilt Account of a Child Under 13 Years Old Application form.
- Parent or Legal Guardian is required to show a government issued or other Vanderbilt acceptable photo ID as proof of identity.
- Acceptable legal guardianship documentation must be provided for other than parents.
- Each parent or individual requesting access to their child’s information must have their own MyHealthatVanderbilt account and complete an individual parent/guardian application form.

MyHealthatVanderbilt is not to be used in an emergency. In case of medical emergency, call 911 or go to the nearest emergency room.

As the parent/legal guardian, I understand and agree that:
- I must have a MHAV account in order to access my child’s information.
- I must log in to MHAV with my own User ID & Password. I will not share my ID & Password with anyone and I will not ask my child to share his or her ID & Password with anyone.
- After I select my child’s name, the screen will display my child’s name in bold letters as a visual indication that I am viewing the correct patient’s information. I will immediately exit the account and notify MyHealthAtVanderbilt if my child’s name does not appear at the top of the screen.
- I agree to abide by all terms and conditions applicable to my use of the MyHealthAtVanderbilt site.
- I am able to create a MHAV account for my child to have controlled access to that child’s information.
- I am able to designate one delegate who will be able to access my child’s information in MHAV.
- When my child becomes 13 years old, my access and any access I have granted to my child or a delegate will be automatically terminated. Access to the account of children ages 13 through 17 requires a new application process and the agreement of the child.
- Communications on behalf of a child must be sent and received while I am viewing my child’s information.
- MyHealthatVanderbilt is not to be used in a medical emergency.
- Use of MHAV is a convenience that Vanderbilt University Medical Center (VUMC) may revoke in its sole discretion at any time.

I understand and agree that access to a child’s account is revoked when:
- I revoke my child’s account.
- My child reaches the age of 13 (See: Access to MHAV Account of a Child 13 to 17 Years Old Requirements and Procedures).
- My child provides evidence to Vanderbilt of his/her emancipated status.
Parent/parent or parent/child access disputes cannot be resolved.

All parent/legal guardian access is revoked.

Vanderbilt revokes either my account and/or my child’s account.

General information and procedures:

Parents must complete the application form for access to their child’s information through MyHealthVanderbilt at the office of the child’s VUMC provider or in Medical Information Services (MIS). When the parent(s) present the completed Parent/Guardian Access to the MHAV Account of a Child under 13 Years Old Application form, they are required to show a government issued or other Vanderbilt acceptable photo ID as proof of identity.

Legal guardians must complete the application form for access and provide a copy of the required documentation of the legal guardianship in the office of the child’s VUMC provider or in Medical Information Services. When the legal guardian(s) presents the completed Parent/Guardian Access to the MHAV Account of a Child under 13 Years Old Application form and required documentation, they are required to show a government issued or other Vanderbilt acceptable photo ID as proof of identity.

The completed application forms and documentation of legal guardianship are forwarded to MIS for processing. MIS will validate the documentation and confirm a match to the appropriate child’s medical record. MIS will create the computerized association between the parent(s)/legal guardian(s) and the child. An email message will be sent to the parent/legal guardian’s email address as provided notifying them that the MHAV link to their child’s information has been established. The email message will inform the parent/guardian to promptly activate their MHAV account and accept the association link.

The parent may create a MHAV account for the child to access that child’s information with controlled access to certain functionality within MHAV. In the instance where more than one parent or legal guardian has access to the child’s information, only the parent/legal guardian that granted the controlled access to the child is able to remove that child’s controlled access to his/her own information.