MICHAEL GARRON HOSPITAL
TORONTO EAST HEALTH NETWORK

MY CHART- Request Access Form

Please send completed form to ROIrecords@tehn.ca or
Fax to 416 469 6274 with a valid photo ID

Section1: Patient Information **MGH Health Record Number** _____

Patient Last Name		Patient First Name		
Health Card Number		Date of Birth (YYYY/MM/DD)		Gender:
Patient Street Address		City		
Postal Code		Province		
Email Address		Phone Number		

Section 2: Delegate Information

A delegate is a person that has been granted permission by the patient to create a MyChart™ account on their behalf. By signing off on this agreement and providing the delegate information below, the delegate will have access to the patients' health information that is available on MyChart™.

Delegate Last Name		Delegate First Name	
Delegate Address		City	
Postal Code		Province	
Delegate Email Address		Phone Number	
Delegate Relationship to Patient		Delegate Date of Birth (optional)	

SIGNATURES (required for all requests – please use ink)
I give permission to Michael Garron Hospital to create and grant access to MyChart™ as indicated in this form. I may withdraw my permission at any time, in writing, as long as the information has not already been released. Delegate MyChart™ accounts will only be closed upon the request of the patient directly to MyChart™ administration.

Only parents who are requesting access to a MyChart™ account on behalf of their child (less than 14 years old) are exempted from a patientsignature.

Patient Signature:_____ Date: _____

Delegate Signature:_____ Date: _____

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DOCUMENT VERIFICATION LIST

One Document From Two of the Three Sections
When VALID Gov't Issued Picture ID with
Signature is not available

For Department Use only

Patient Label

Section 1
Proof of Citizenship/Eligible status

- ❑ Canadian Citizen
- ❑ Birth certificate from a Canadian province or territory (issued under the Vital Statistics Act)
- ❑ Canadian Certificate of Registration of Birth Abroad
- ❑ Certified Statement of Live Birth from a Canadian province or territory
- ❑ Certificate of Canadian Citizenship or Certificate of Naturalization (paper document or card, not commemorative issue)
- ❑ Certificate of Indian Status (paper or plastic card)
- ❑ Registered Indian Record (certified)
- ❑ Valid Canadian Passport or Canadian Passport expired not more than 5 years.

Permanent Residents/Landed Immigrants

- ❑ Canadian Immigration Identification Card
- ❑ Confirmation of Permanent Residence (IMM 5292)
- ❑ Valid Permanent Resident Card or Permanent Resident Card expired not more than five years
- ❑ Record of Landing (IMM 1000)

Other Immigration Status

- ❑ Letter from Immigration and Refugee Board confirming Convention Refugee or Protected Person status
- ❑ Protected Person Status document
- ❑ Temporary Resident Permit (restrictions apply)
- ❑ Work Permit (restrictions apply)
- ❑ Written confirmation from Citizenship and Immigration Canada that you have applied for permanent residence in Canada and have passed the immigration medical.

Section 2
Proof of Residency

- ❑ Child Tax Benefit Statement
- ❑ Employer record (pay stub or letter from employer on company letterhead)
- ❑ Income tax assessment (most recent)
- ❑ Insurance policy (home, tenant auto or life)
- ❑ Monthly mailed bank account statements for savings or chequing accounts (does not include receipts, bank books, letter or automated teller receipts)
- ❑ Mortgage, rental or lease agreement
- ❑ Ontario Motor Vehicle Permit (plate or vehicle portions)
- ❑ Property Tax bill
- ❑ School, college, or university report card or transcript
- ❑ Statement of Direct Deposit for Ontario Works for Ontario Disability Support Program
- ❑ Statement of Employment Insurance Benefits Paid T4E
- ❑ Statement of Old Age Security T4S (OAS) or Statement of Canada Pension Plan Benefits T4A (P)
- ❑ Statement of Registered Retirement Savings Plan (RRSP), Registered Retirement Income Fund (RRIF) or Registered Home Ownership Savings Plan (RHOSP) from a financial institution (bank, trust company, credit union)
- ❑ Utility bill (home telephone cable TV, public utilities commission, hydro, gas, water)
- ❑ Valid Ontario Driver's License
- ❑ Workplace Safety and Insurance Board Statement of Benefits T5007
- ❑ Your Canada Pension Plan Statement of Contributions

Section 3
Support of Identity

- ❑ Canadian Immigration Identification Card
- ❑ Certificate of Canadian Citizenship (plastic card)
- ❑ Certificate of Indian Status (paper or plastic card)
- ❑ Confirmation of Permanent Residence (IMM 5292)
- ❑ Credit Card
- ❑ Current Employee ID
- ❑ Current professional association license
- ❑ Old Age Security card
- ❑ Ontario Motor Vehicle Permit (plate portion)
- ❑ Passport (Canadian or foreign)
- ❑ Permanent Resident Card
- ❑ Record of Landing (IMM 1000)
- ❑ Student ID card
- ❑ Union card
- ❑ Valid Ontario Driver's License or Temporary Driver's License

ID PROVIDED: ❑ YES _____
Hospital Staff

_____
DATE (DD/MMM/YY)