

# Requesting Proxy Access (Must be 19 or over)

When you're a proxy for someone, you can see their health care information in HealthElife. You won't be able to change it, but you can view, print, copy, or share it.

At this time, only adults (people 19 years or older) can be proxies for each other. Access to your child's health records (under the age of 19) will be coming soon.

To be a proxy for someone (to see their health information), you need to exist in our health care system. This means you must have visited a health care facility in Northern Health at least once.

Are you thinking about giving someone proxy access to your own health information? Be sure you trust the person not to share your information inappropriately, or misuse it.

## HOW TO REQUEST PROXY ACCESS

1. Schedule a virtual session, or visit the admitting/registration desk at your [local health information department](#). Both you and the person whose health information you will be getting access to must be present.
  - **Note:** For instructions on how to do this virtually, see the tipsheet [Getting your HealthElife PIN](#)
2. Both of you must bring a piece of government-issued ID. Examples:
  - BC Services Card
  - Combined BC Services Card and BC Driver's License
3. As the person requesting proxy access, you will be given a PIN to register for HealthElife.
  - For details on how to set up and log on to your new account, see this tipsheet: [Setting up your HealthElife account, logging in, and signing out](#)
4. When you log into your HealthElife account, you'll see the other person's name in your dashboard. To view their health information, click their name. For more details, please see point 15 in the tipsheet [Overview of HealthElife Dashboard](#).