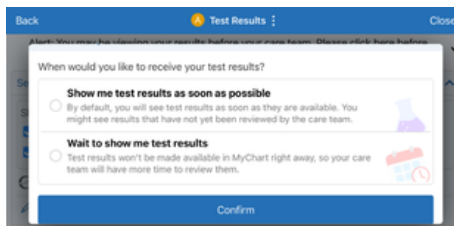
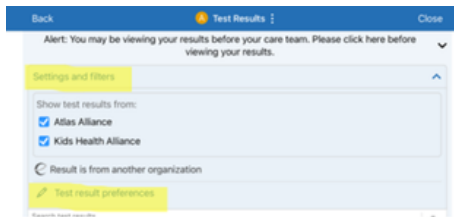


Test Results

By default, test and imaging results are released as soon as they are finalized. To change when you see them:

- 1 Log in to **MyChart**
- 2 Select **Test Results**
- 3 Go to **Setting and filters**
- 4 Select **Test result preferences**



Choose “Show me test results as soon as possible” or “Wait to me test results.”

How to turn notifications on or off

Log in → **Menu** → **Account Settings** → **Communication Preferences**.
Update your choices.

Need a hand?

For help with MyChart, contact the support team.

Call

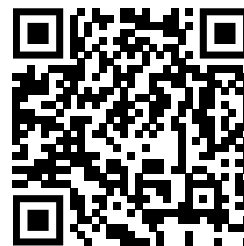
613-737-8478
Toll-free 1-855-725-6302

Email

mychart@myatlasalliance.ca

Visit

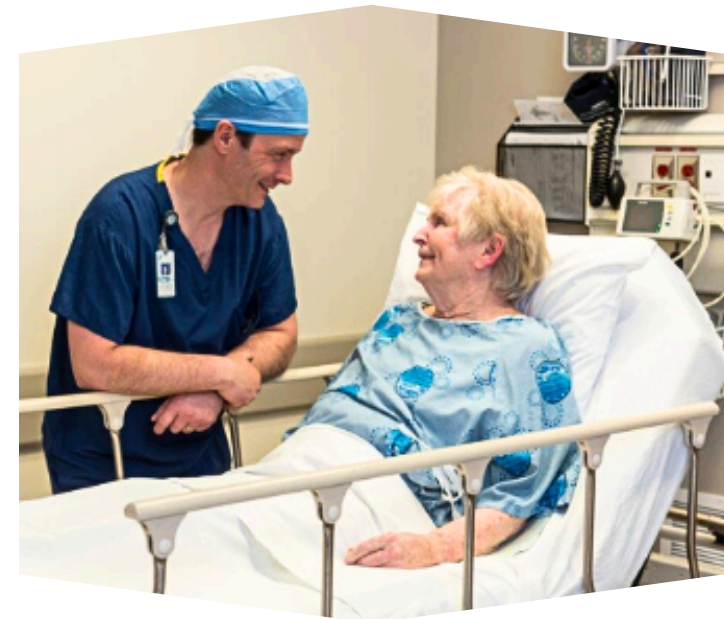
www.qch.on.ca/MyChart



Scan for MyChart information

MyChart

Your Health information, at your fingertips



Queensway Carleton
Hospital

What is MyChart?

MyChart is a secure patient portal where patients can access their appointments, test results and health records all in one place from 18 regional hospitals.

Update your details

- 1 Log in to **MyChart**
- 2 Select **Menu**
- 3 Go to **Account Settings**
- 4 Select **Personal Information**
(sometimes shown as Demographics)

What you can update

- ✓ Preferred name
- ✓ Pronouns
- ✓ Gender identity / sex at birth
- ✓ Address
- ✓ Phone numbers
- ✓ Email address
- ✓ Preferred language
- ✓ Emergency contact

Add someone to help manage your care

Add a proxy, Substitute Decision-Maker or Care Partner.

- 1 Log in to **MyChart** and select **Menu**
- 2 Choose **Account Settings**
- 3 Select **Sharing** (sometimes shown as Share My Record or MyChart Access)
- 4 Select **Invite Someone** or **Add Proxy**
- 5 Enter the person's **name and email**
- 6 Choose an **access level**
- 7 Select **Submit**

What happens next?

The invited person receives an email to create or link a MyChart account. If they do not have an existing account, their request goes to administration for review before an account is granted.

Choose the right access level

Care Partner / Delegate

View appointments, test results and messages.

Help coordinate care.

No consent or decision-making authority.

Substitute Decision-Maker (SDM)

Broader access.

May include results, notes and care plans.

Often requires additional verification.