How-To Add a Proxy in PowerChart for Providers/Staff members Without Having to Accept Proxy

(This allows selected staff members to view your Inbox while you're on TDY, Leave, or Sick)

Disclaimer: Depending on the end users role, access level or the amount of information viewable will vary.
Example: Providers can access another provider's proxy as well as a technician's proxy and can view everything. Technicians can access another technician's proxy and view everything, but when a technician views a provider's proxy, they are limited.

1. Open PowerChart

2. Under your PowerChart Organizer (On the Main Homepage) select **Proxies** (Next to inbox tab)

3. Select **Manage**
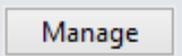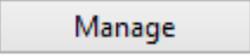
4. Select **Manage** (at the bottom under "Proxies Taken from Me")

5. Under "Allow Proxy to be Taken From": Type in the Last name, First name of the provider/staff member whose box you want to view.
   Example:

6. Select Enter or

7. Under "Allow Proxy to be Taken By": type in your name or the provider/staff member who will needs to view the box.

8. Be sure to Select after.

9. **Repeat steps 7-8 if you are adding multiple staff members**

10. Select **Grant All ->>**

11. Select **Accept & Next**
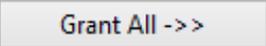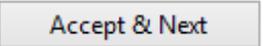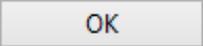
12. Select **OK**

13. This pop-up will appear and select OK
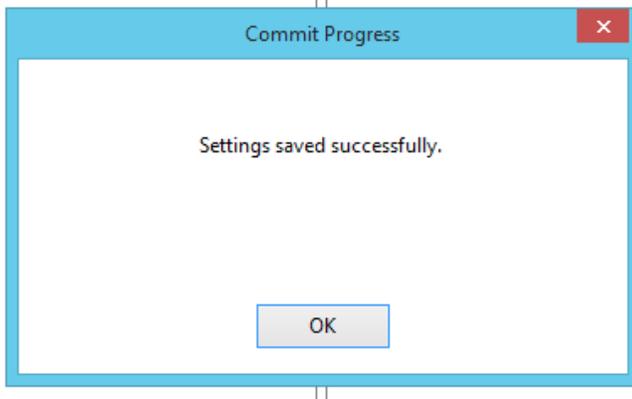
To View the Inbox of the Provider/Staff Member you were Proxied to:

1. Open PowerChart

2. Under your PowerChart organizer(main home page) select **Proxies** (Next to inbox tab)

3. Select **Manage**
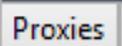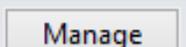
4. At the bottom left hand side select "Received" **Given** | **Received**

5. Select **Add**
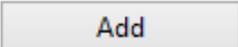
6. Under "User": Select [⌄] and select the Provider/Staff Member's Name to which you want to be proxied to.

7. Under "End Date", change the date to a future date.
   Example: from 2018 to 2028

   End Date

   09/13/2028

8. Select **Grant All ->>**

9. Select **Accept & Next**

10. Select **OK**

11. This pop-up will appear and select OK

   Commit Progress ✕

   Settings saved successfully.

   OK
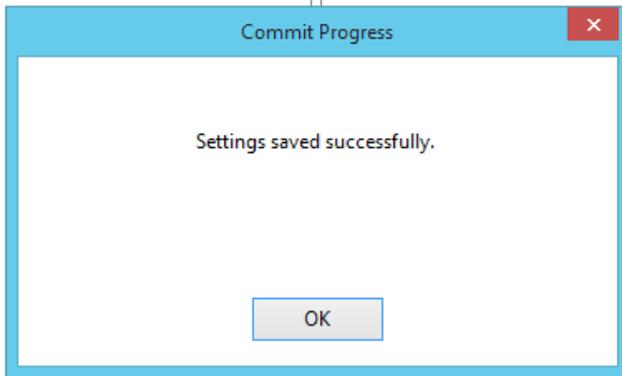
You will now be able to find the added proxy Provider/Staff Member under your Proxies box