

MyChart Activation Instructions

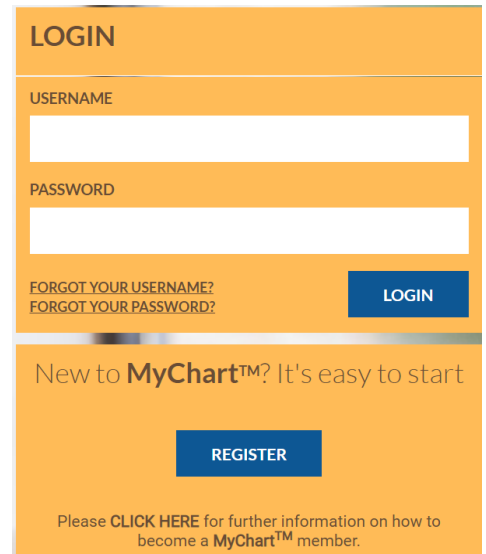
1. After you have signed-up for MyChart and provided your e-mail to the unit clerks, please look out for the PIN number in your inbox within **24-36 hours**. If you cannot locate the e-mail in your inbox please check your spam/junk mail as well.

2. Once you have received the e-mail with the PIN number, launch your internet browser and in the address bar enter www.mychart.ca. Then, select **REGISTER** on the home screen.
 - The PIN will be active for **10** days. If the PIN expires or to update your e-mail, please contact MyChart Support at **1-833-221-2202** or bridgepoint@mychart.ca.
 - The best way to receive support is through the telephone. If support agents are busy helping other patients, please leave a voicemail and you will hear back within 48 hours. TWO attempts will be made to contact you, upon which a message will be left with a ticket number for future reference.

3. Search & Select '**Hennick Bridgepoint Hospital**'

4. Enter your First and Middle Name in the **First Name** field, followed by **Last Name, Date of Birth, Gender, Health Card Number, and PIN** number on the below screen:

5. Once you complete your registration, you can sign into MyChart at www.mychart.ca anytime.



SIGN UP WITH HENNICK BRIDGEPOINT HOSPITAL

MyChart will be offered in all clinical areas at Hennick Bridgepoint Hospital over the next few months

Note: If you have a legal middle name, please enter it in the "FIRST NAME" box. For example, if your first name is Jane and your middle name is Donna, please enter 'Jane Donna' in the first name box.

If you have previously been a patient at Hennick Bridgepoint Hospital and would like to register with MyChart, please contact Health Records at 416-461-8252 x2042.

For general MyChart assistance, please call 1-833-221-2202 or email us at bridgepoint@mychart.ca.

* Required fields

PATIENT INFORMATION

FIRST NAME AND MIDDLE NAME*

LAST NAME*

DATE OF BIRTH* **GENDER***

Select

ONTARIO HEALTH CARD NUMBER **MEDICAL RECORD NUMBER**
(e.g. H100000150)

OR

HOSPITAL REGISTRATION PIN*

Instructions on How to Merge Records from Other Partnering Sites to Your MyChart Account

1. Login to your MyChart account
2. Select '**Manage my Account**'
3. Select '**Manage Sites**'
4. Select '**Site**'
5. Click on '**Request Access**'
 - It can take 3-5 business days for the request to be processed

- PERSONAL RECORDS ▾
- CLINICAL RECORDS ▾
- OTHER RECORDS ▾
- MESSAGES ▾
- SHARE MY RECORDS ▾
- APPOINTMENTS ▾
- MANAGE MY ACCOUNT ▾
- EDIT PROFILE
- MANAGE SITES
- CHANGE PASSWORD
- CHANGE USERNAME
- QUICK LINKS ▾

MANAGE SITES - REQUEST ACCESS

You can request access to the following participating sites:

Please note: Selecting the participating site will request access to view your existing health record information.

[REQUEST ACCESS](#)

PARTICIPATING SITES	MEDICAL RECORD / IDENTIFICATION NUMBER
☐ Algonquin Family Health Team	No Medical Record / Identification Number required.
☐ Baycrest	No Medical Record / Identification Number required.
☐ Cornwall Community Hospital	No Medical Record / Identification Number required.
☐ Cottage Country Family Health Team	No Medical Record / Identification Number required.
☐ Couchiching Family Health Team	No Medical Record / Identification Number required.
☐ DHDR	No Medical Record / Identification Number required.
☐ FlowLabs Advanced Laboratory Diagnostics	No Medical Record / Identification Number required.
☐ Futurity Medical	No Medical Record / Identification Number required.
☐ Hennick Bridgepoint Hospital	No Medical Record / Identification Number required.
☐ Michael Garron Hospital	
☐ Muskoka Algonquin Healthcare	No Medical Record / Identification Number required.
☐ North Muskoka Nurse Practitioner - Led Clinic	No Medical Record / Identification Number required.
☐ North York General Hospital	No Medical Record / Identification Number required.

NOTE:

- We recommend that you use Google Chrome or Firefox browsers instead of Internet Explorer to view MyChart.
- If you have an existing MyChart account and want to retrieve a lost Username/Password select **“Forgot Your Username?”** or **“Forgot Your Password?”**
- If any information is incorrect or needs an update, please contact MyChart support at **1-833-221-2202** or bridgepoint@mychart.ca