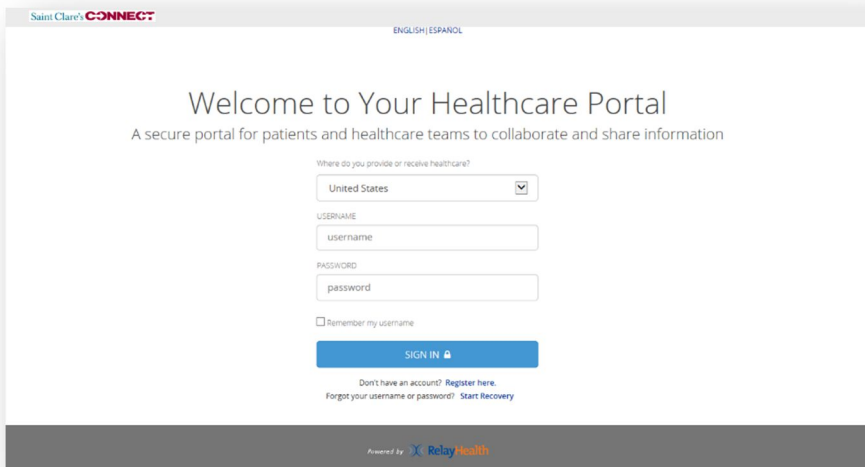


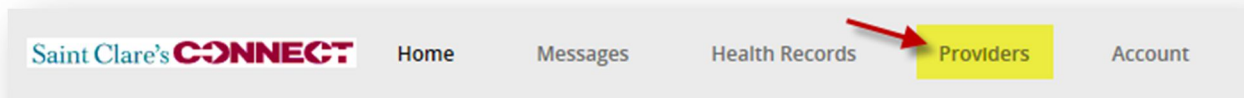
## How to Add a Family Member to Your Saint Clare's Account

**\*NOTE\*** Due to New Jersey privacy laws, health information for minors between the ages 12 through 17 are not shared with Saint Clare's Connect, so you will not be able to access their information.

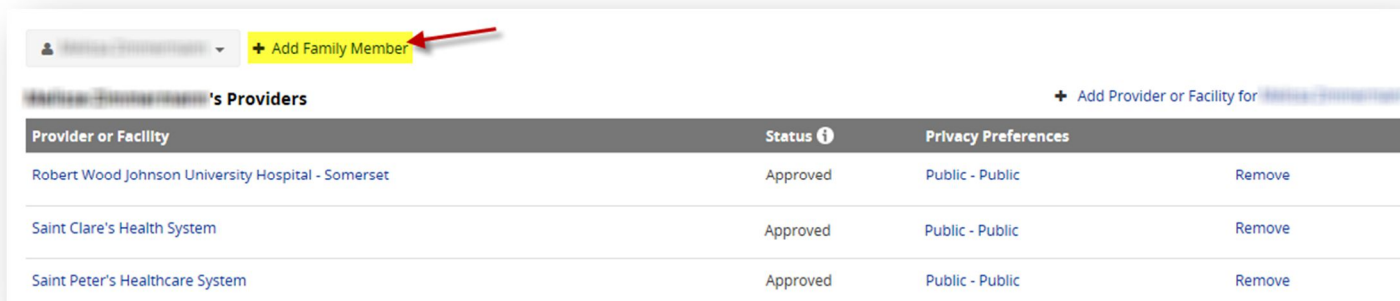
1. Log into your Saint Clare's Connect account.
2. If you have not set up an account, you can register [here](#):



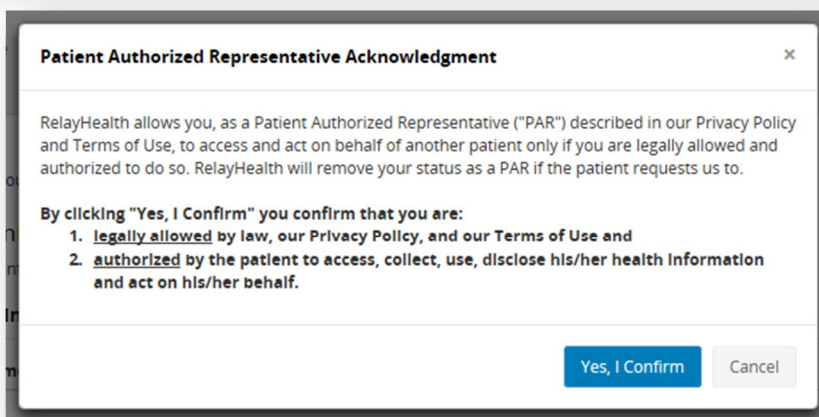
3. Once you are logged on, click on Providers:



4. Click on "Add Family Member":



5. You will receive the following Acknowledgement. Click on "Yes, I Confirm":



6. Fill out the family member's information, then click save:

**Add Family Member**  
\* Required Information

**Personal Information**

**First Name \***

**Middle Name**

**Last Name \***

**Date of Birth \***

Month  Day  Year

**Gender \***  
Select Gender

**Contact Information**

**Country**  
United States

**Address**

**City**

**State** New Jersey  **Zip \***

**Home Phone**

Leave Message?  Yes  No

**Mobile Phone**

Leave Message?  Yes  No

**Communication Preferences**

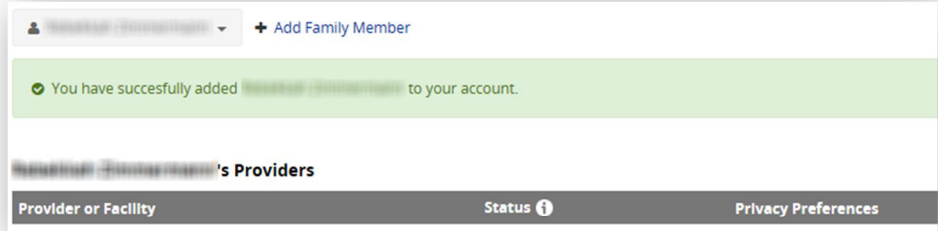
**Preferred Communication Method**  
- Select Communication Method -

Your Provider may not be able to honor your selected preference for all communications.

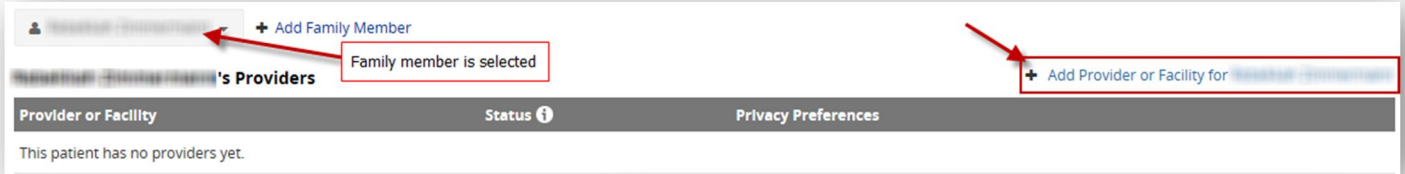
**Receive Broadcast Messages**

Yes  
 No

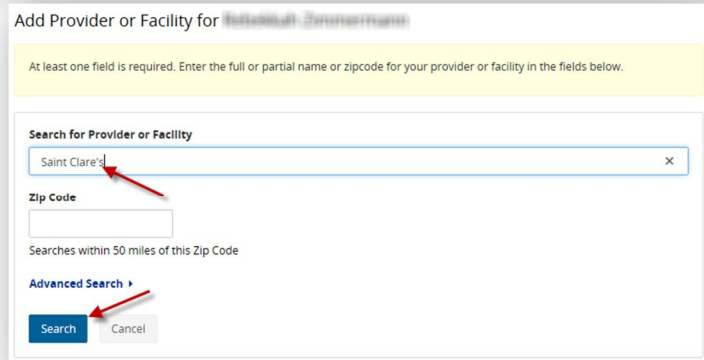
7. Your family member is now added to your account:



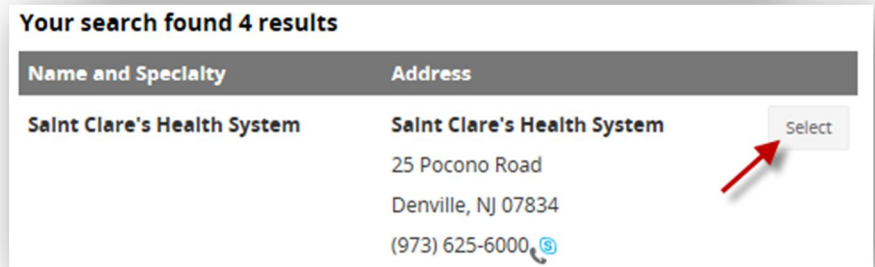
8. You will then need to link your family member to a Provider. Make sure the family member is selected. Then click on Add Provider or Facility:



9. Search for the Provider you would like to add, then click on Search:



10. Click on the Select Button next to the Provider you would like to add. This will send a request to Saint Clare's for approval.



**\*NOTE\*** For patients 11 years old and younger, the Authorization Form below does not need to be completed. Saint Clare's will verify that the parent requesting access is listed on the minor's hospital record and if the information matches, we will accept the request.

11. For patients 18 years and older, please have your family member fill out the Authorization Form for Third Party Personal Health Record Access, which gives you permission to view their account. Please find a link to this form below:

<http://www.saintclares.com/documents/JerseyHealththirdparty05.11.2015.pdf>

Please return the completed form via one of the below options:

- Mail to: Lesly Vece, 25 Pocono Road, Denville, NJ 07834
- Fax to: 973-983-6871
- E-Mail to: [LeslyVece@primehealthcare.com](mailto:LeslyVece@primehealthcare.com)

After verifying your information, we will accept your request and you will be able to view your family's health information from Saint Clare's through your Saint Clare's Connect account.

**\*NOTE\***: You will not be able to see any information for your family member until the above form is completed and received.