OBTAIN A PROVIDER SIGNATURE

The patient agreement is not complete until the provider has signed the document. A provider has the option to batch sign or sign patient agreements individually. Follow the steps below on how to gather batch or individual provider signatures.

Obtaining the Provider's signature with the batch sign function:

On the main dashboard under missing provider's signature, locate the provider's by searching or use the search bar to type in the name and select Sign All.

Once on the Batch Sign page, complete the following steps to sign multiple patient agreements. Select each patient > Obtain Provider signature > Provider selects the signature authorization box > Provider selects Sign Selected Patient Agreements.

OBTAIN A PROVIDER SIGNATURE

Obtaining the Provider Signature on the patient agreement

Complete the following steps to obtain a provider signature on a single patient agreement. On the patient agreement scroll to the Signatures section and select Add > Provider Signature > Review Provider Attestation> Provider signs > Provider selects agree and Saves Signature