

## UTILIZING DOCUSIGN FOR PATIENT SIGNATURE

### Getting Started:

DocuSign may now be enabled in a Direct account on prescriptions when the patient is not present to sign. To request this feature, submit a help ticket and the MotionMD® Customer Success Team will provide additional guidance.

### Utilizing DocuSign:

The steps below outline how to process a DocuSign request in MotionMD.

An important first step in creating the patient agreement is entering a valid email address under the Patient Demographics section on the patient agreement. This is the email used to successfully submit a DocuSign agreement to the patient.



The screenshot shows a 'Patient Demographics' form with the following fields: Name (Test Demo), Gender (Male), Birthdate (1988-02-14 (36)), MRN (224680), Address (123 Anywhere St, San Diego, CA 90211), and Email (testemail@gmail.com). A red box highlights the 'Email' field, and another red box highlights the 'Edit' button at the bottom. A black arrow points from the 'Edit' button to the 'Email' field. A text box next to the arrow says 'Utilize the Edit button to add an Email Address'.

In the Patient Signature section, select Add Patient Signature and Sign with DocuSign – Telehealth.



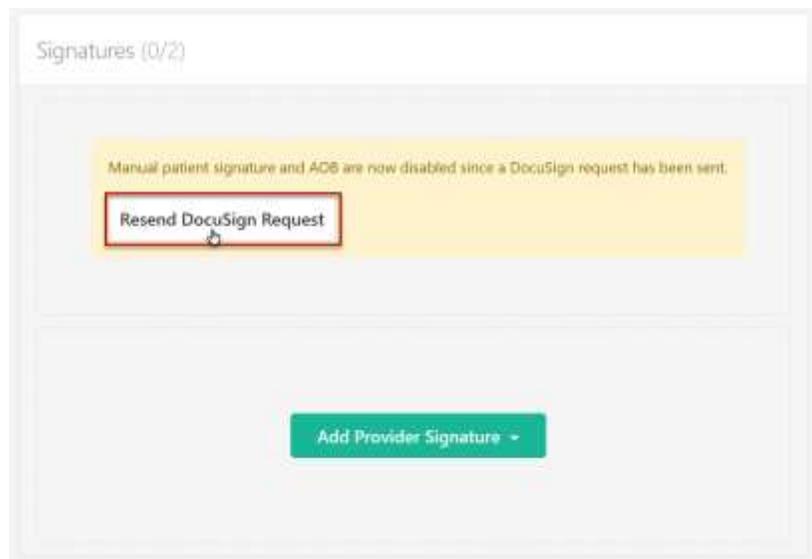
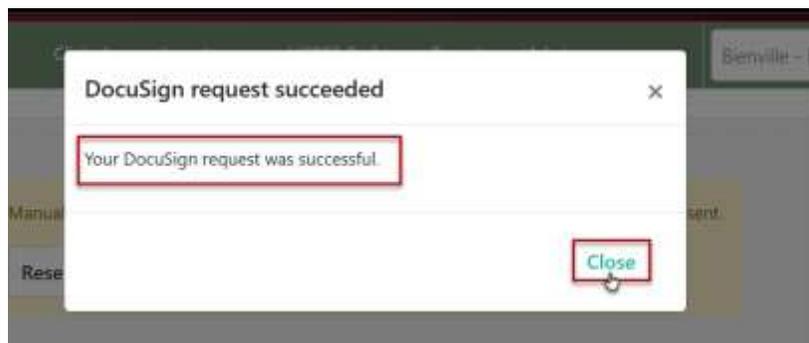
The screenshot shows a 'Signatures (0/2)' section. A green button labeled 'Add Patient Signature +' is selected, opening a dropdown menu. The menu options are 'Patient Signature', 'Sign with DocuSign - Telehealth' (highlighted with a red box), and 'Attach AOB'. Below the dropdown is another green button labeled 'Add Provider Signature +'.

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A pop-up box will appear asking if you wish to proceed with the DocuSign feature.

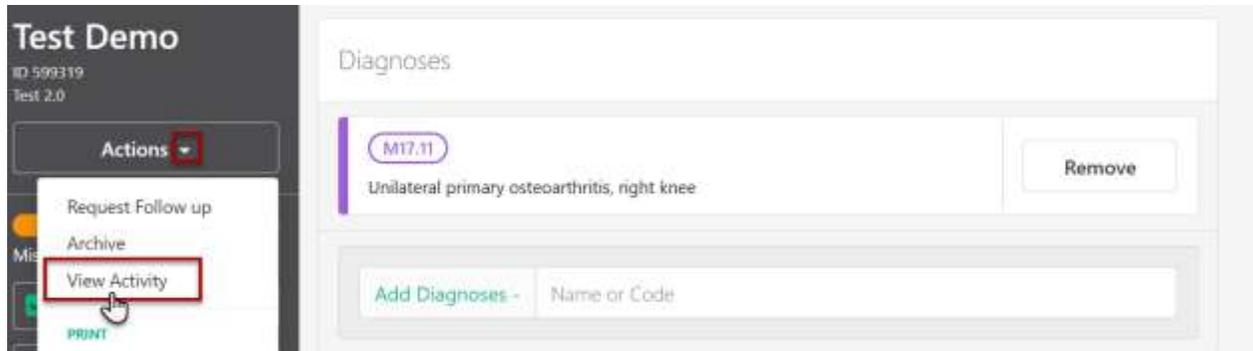


After selecting Yes, a notification will appear indicating the DocuSign request was successfully delivered. In addition the patient's signature box will provide an alert for users that the DocuSign is pending. If needed, the user can also resend the DocuSign request.

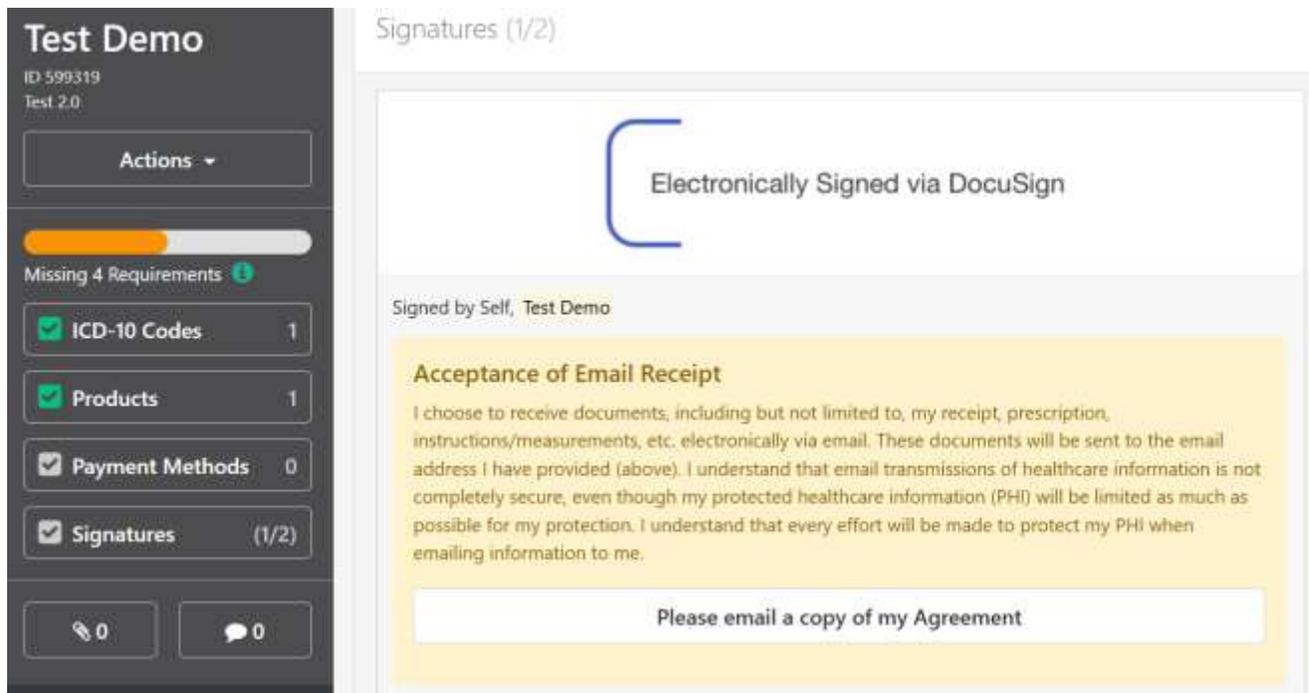


## UTILIZING DOCUSIGN FOR PATIENT SIGNATURE

To view the DocuSign status select the View Activity button on the Patient Agreement.



Once the DocuSign agreement has been signed by the patient, the patient's signature box will display a message confirming the signature was obtained. The message automatically fulfills the patient signature Billing Requirement.



**NOTE:** It's recommended to closely monitor DocuSign submissions and follow-up with patients as needed if DocuSign requests are still pending to minimize delays.