

Mobile eSignature Device Operation

User name/password are the same one used to get into the system

Search can also be done by patient's account number.


Make sure you are on the correct visit before adding forms.

More than one form can be added.

Be sure the patient actually signed before finishing.

Pin screen is to protect the patient list.

You can also change your pin from here.

1. Enter your username and password on the device. Tap to **[OK]** log in.
2. Select the appropriate patient by tapping on his/her name in the patient list **–OR–** Search for the patient by last name, first name in the lower right corner.
3. The Forms Selection screen shows all forms that need completion or that have been previously completed by the patient.
4. Click on the **[+]** to add a form.
5. Click check box to select and choose **[ADD]**.
6. Once you have all forms in  the list tap the curved arrow 2X located in the upper right corner.
7. Obtain patient signature and fill out form completely.
8. Tap **[Next]** in upper right corner to move to the next form.
9. Tap **[Finish]** when you are done.
10. Tap **[Close]**.
11. Double tap the green icon that says **[COMPLETE]** and return to the pin screen.

To Eliminate a Form:

1. Tap on the form once (form is dithered).
2. Tap on **[Other]**.

To Log Out:

1. Tap your name in lower left corner.
2. Tap **[Log Out]**.