

Home Pat

Patient Portal

IO: Patient eSignature View

This article applies to Valant IO

Email Verification

To be eligible for eSignature the patient must have a configured Patient Portal Account and a verified email address. Patients without a verified email can use the Patient Portal but they are not eligible for eSignature. Users can send a request for eSignature to a patient without a verified email, but they cannot sign until their email is verified.

From the Patient Portal a patient can verify their email by clicking **Account Settings | Change Login or Email | Verify My Email**.



Change Login Your email address has not been verified. Some Patient Portal services require that we verify your email. Having a verified email is currently only required for electronic signing of documents. If you click the "Verify My Email" button we will send an email to the email address below. Please open the email and click the link to verify your email address. Verify My Email

This will send an email to the patient that they will need to click a link to complete validation.

You recently clicked "Verify My Email" in your Seattle Sound Health Patient Portal account.

To verify this email address, please click the link below or copy and paste the link into your web browser within 7 days of receiving this email:

Click to verify email

Please do not reply to this message. Replies to this message are routed to an unmonitored mailbox. If you have questions please contact Seattle Sound Health at (206) 789-5512.

IMPORTANT

THIS ACCOUNT CONTAINS CONFIDENTIAL INFORMATION BELONGING TO THE SENDER THAT IS LEGALLY PRIVILEGED. THIS INFORMATION IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY NAMED ABOVE. THE AUTHORIZED RECIPIENT OF THIS INFORMATION IS PROHIBITED FROM DISCLOSING THIS INFORMATION TO ANY UNAUTHORIZED OTHER PARTY. IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY READING, DISCLOSURE, COPYING, DISTRIBUTION, OR ACTION TAKEN IN RELIANCE ON THE CONTENTS OF THIS INFORMATION IS STRICTLY PROHIBITED. VIOLATORS MAY BE PROSECUTED. IF YOU HAVE RECEIVED THIS IN ERROR, PLEASE NOTIFY THE SENDER IMMEDIATELY.

Email verification can take place before or after the eSignature Request is sent to the patient. If a request is sent before verification there will be a notification on the Patient Portal "Home" page, and "Practice Paper Work" page" to verify the email before allowing eSignature.

Patient View of eSignature

When a patient with an eSignature request logs into their Patient Portal they can see pending requests on their home page. They can click the link to access the documents. Or they can also click on the "Practice Paper work" tab to view Unsigned Forms.

Seattle Sound	Health
Home Clinical Documents	Billing Account Settings Practice Paper Work Locations
New Measures and	I Clinical Forms from Seattle Sound Health
Date Mes	sage
4/23/2020 1:40:05 PM Pleas	se read and sign Patient Consent by 4/30/2020
Home Clinical Docur Unsigned Form	nd Health ments Billing Account Settings Practice Paper Work ns
Date	Message
4/23/2020 1:40:05 PM	Please read and sign Patient Consent by 4/30/2020

- Patients will need to click on the hyperlink text which will feature the packet display name. If multiple packets are included, all of the display names will be listed, and separated by a comma.
- 2. This will open the eSignature request. Patients should click the **Get Started** button on the top right to take the user to the first field to be completed.



3. When the eSignature text box is selected another menu will appear with different options for the patient to complete the request.

• • •	REQ* FIELDS LEFT 3	Next>		\times
			-	
	Patient Consent Form			
	By signing this document you are permitting The Mental Health Practice, the doctors, nurses and other staff involved in this research to use your personal health information collected about you for research purposes within our institution. You are also allowing CHOP staff to disclose your personal health information to outside organizations or people involved with the processing of this study as described in this document.			
	Click to initia		Į	
	04 / 23 / 2020		•	

When the text box is selected another menu will appear with a number of different options for the patient to complete the request.

	CREATE SIGNATURE	×
Draw it in		
Type it in		
Upload image		
Use smartphone	×	
l understand this is a of my signature.	legal representation Insert	

- 4. Patients have the option when signing:
- Draw in the text box with their mouse
- Type in their signature and have options to edit the font
- Upload an image of their signature

- Use smartphone allows users to take a photo of their signature and email it to sign@hellosign.com with a unique code in the subject line.
- 5. Click Insert and complete all other required fields

6. After the document has been completed patients will click **Continue** on the top of the page

	Continue
You have completed all required fields. Please click 'Continue'.	×
Patient Consent Form	
By signing this document you are permitting The Mental Health Practice, the doctors, nu and other staff involved in this research to use your personal health information collected you for research purposes within our institution. You are also allowing CHOP staff to disc your personal health information to outside organizations or people involved with the pro of this study as described in this document.	rses 1 about close cessing
Clint Crosby	
CC^*	
04 / 23 / 2020	

7. Next the patient will be prompted to click **I agree** button to confirm.

Almost done.			×
I agree to be legally bound by this document and the HelloSign Terms of Service.	Edit	l agree	
Click on 'I Agree' to sign this document.			

This will complete the e Signature request and send the document to the patient chart as well as upload a copy of the document to the Patient Portal. All documents signed by patients are available under "Signed Forms" section on the "Practice Paper Work" page. After a signature is completed the patient will receive an email confirming the signature and contain a link back to the portal. Signed documents are sometimes not immediately available through the portal and are usually processed in a few minutes.

Date Signed	Signed Form
4/22/2020 7:57:13 PM	Patient Consent
4/23/2020 1:45:08 PM	Generating signed document. Please check back later

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