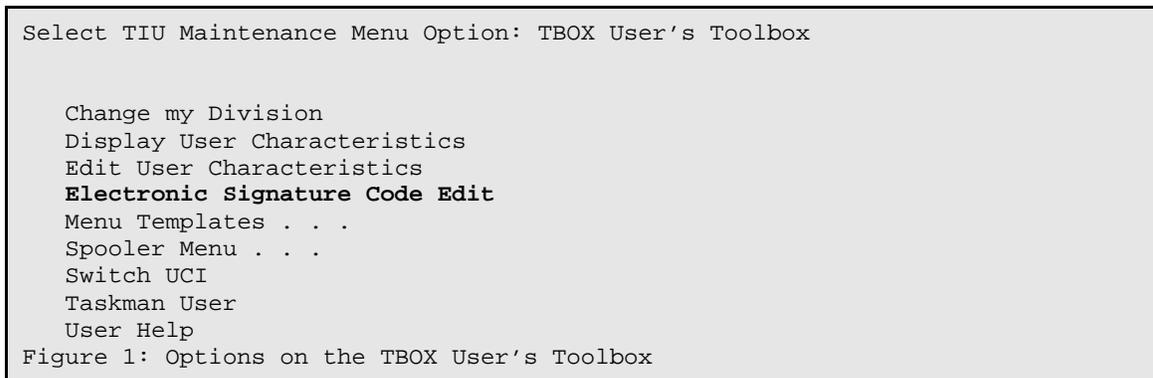


Electronic Signature

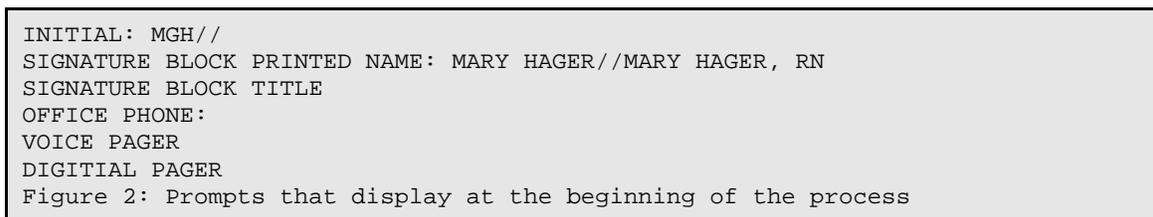
The following provides information about the electronic signature. This signature applies to Roll and Scroll, GUI as well as the EHR. Use the electronic signature to sign a note or an intake document.

Creating Your Electronic Signature

Use the User's Toolbox option in RPMS to setup an electronic signature. Use the option in bold (Electronic Signature Code Edit):



Prompts display for the electronic signature on SOAP notes and Intake documents. You should not enter your initials (such as MD) under both the block name and title or it will display twice. Make sure your signature block printed name contains your name and (optionally) your credential.



If the "Enter your Current Signature Code" prompt displays in RPMS it means there is an existing electronic signature code.

When the Enter Code prompt displays in RPMS enter a new signature code.

Enter a new code (using between 6 and 20 characters) with Caps Lock ON. However, when entering the electronic signature (on a note for example), it can be in lower case. (No special characters are allowed in the code.)

If you forget the code, it must be cleared out by your Site Manager; then a new code must be created. You are the only one who can enter your electronic signature code (and no one else).