

PROCEDURE FOR SETTING UP AND RUNNING ELECTRONIC SIGNATURE

In the Contract Health Services/Management Information System (CHS/MIS) in RPMS do the following:

Your CHSMIS menu should have the following options:

DOC Document Generation...  
PAY Pay/Edit Documents...  
PRT Document Printing...  
ACC Account Balances...  
PT Patient Data...  
VEN Provider/Vendor Data...  
DIS Display Documents...  
DCR Document Control Register...  
MGT Facility Management...  
DEN CHS Denial/Deferred Services...  
EMNU Electronic Signature Authorization Menu...

Type TBOX User's Toolbox...

At this prompt you will see the following menu

Change my Division  
    Display User Characteristics  
    Edit User Characteristics  
    Electronic Signature code Edit  
    Menu Templates  
    Spooler Menu  
    Switch UCI  
    TaskMan User  
    User Help

Choose Electronic Signature code Edit, this option is designed to permit you to enter or change your initials, signature block information, office phone number, and voice and digital pager number. In addition you are permitted to enter a new electronic signature code or to change an existing code.

Hit Enter

INITIAL: TS//

Enter your initials if not already entered

Hit Enter

SIGNATURE BLOCK PRINTED NAME: TERRI SCHMIDT//

Enter your name if not already entered

Hit Enter

SIGNATURE BLOCK TITLE: (A)Dir.ORAP//

Enter your title if not already entered

Hit Enter

OFFICE PONE: 301-443-4973//

Enter your phone number if not already entered

Hit Enter

VOICE PAGER

Hit Enter

DIGITAL PAGER

Hit Enter

Enter your Current Signature Code:

Enter the signature code you will use. This code is to have the same parameters as your verify code and should be at least 8 characters and contain alpha, numeric and a symbol.

Hit Enter

You should see the following

Enter your Current Signature Code: SIGNATURE VERIFIED

Now go back to the CHSMIS menu, you are ready to electronically sign your purchase orders.