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 PHONE: 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.