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| Standard Work Description: Obtaining Electronic Signatures in Adobe |
| Purpose: This is a temporary process to support providers and teams in obtaining electronic signatures. A more permanent to meet the electronic signature requirements will come later. Adobe does not meet normal legal requirements for electronic signatures. It is allowed temporarily under the legal emergency provisions for COVID-19, and should not be used once that has ended or an alternative is available. |
| Work Unit: Ambulatory Clinics |
| Owner: ADD | Reviewed: ADD | Next Review: ADD |
| Related Policies or Evidence: How To Add Signature and Date to PDF, [How to send a new fax from the Facsys client](http://child.seattlechildrens.org/uploadedFiles/Child/People_and_Places/Departments/Information_Services/Help_Me_With/Applications/Facsys_How_To_Send_a_Fax_Standard%20Work%20Document.pdf) |

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| STEP | TASK DESCRIPTION  |
| **Receiving Staff Role** |
|  | Review incoming fax via FACSys or Concord and determine if it requires a wet signature. If no wet signature is required, follow normal standard work process. If a wet signature is required, proceed through the following steps. |
|  | Save the fax as a PDF. |
|  | Insert a text box in the “printed name” that states “electronically signed by *Provider Name, Role* on *Date.*” Do not fill out date: legally the provider must complete in real time. See instructions in Appendix A or by pressing “CTRL” and clicking [here](#Add_Text_Box). |
|  | Save the document and email it to the provider with the document “How To Add Signature and Date to PDF”. Document in CIS what fax was received and that it was sent to the provider. |
| **Provider Role** |
|  | Provider electronically signs document and updates date in text boxes. |
|  | Provider sends document back to clinic staff. |
| **Receiving Staff Role** |
|  | Confirm all required signatures are present and that “Name, Role, and Date” are updated. Send the file to the appropriate recipient via FACSys (see instructions [here](http://child.seattlechildrens.org/uploadedFiles/Child/People_and_Places/Departments/Information_Services/Help_Me_With/Applications/Facsys_How_To_Send_a_Fax_Standard%20Work%20Document.pdf)). |
|  | Update documentation in CIS. |
|  | Drag file to HIM Onbase folder for upload. |

**Appendix A:** Instructions to send to provider (from “Electronic Signatures in Adobe Standard Work”):

**Providers will need to both add their signature to the document AND update the date.**

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| To Add Signature and Date to the PDF:1. Once the document is open, navigate to the **Signature Button** in the toolbar.

* + If this is not available, it can also be located in the window pane located on the right side of the screen (it may need to be expanded if it’s collapsed by default).
	+ Click “**Fill & Sign**”

1. A new task menu will open, at the top of the screen, once “**Fill & Sign**” or the **Signature Button** is selected.
2. **TO ADD YOUR SIGNATURE TO THE DOCUMENT:** Click on the “**Sign**” button and select “**Add Signature**”

 * + If you have a signature on file in Adobe, it will display here instead of seeing the “Add Signature” option, and you may select it. **Signature must include your name and credentials.**
	+ If you do not have a signature on file in Adobe, you have the option to create one:
		- Once “**Add Signature**” is selected, a new window will open
		- There is the option to type, draw, or import an image of a signature that you may have on file

 * To retain a signature in the Adobe application for future use, ensure that the “**Save Signature**” box is selected

 * Once the signature is generated, click “**Apply**”

 * Once applied, the signature is then available as a movable item, in which it can be moved to any location within the document.
* Place signature in the appropriate location.

  1. **TO UPDATE DATE AND TIME DOCUMENT HAS BEEN SIGNED:** Once the signature is complete, fill in the

“Printed Name” section with the statement “**electronically signed by [Name], [Title], [Date]**.” * + Click on the document in the appropriate location. *Note: you must still have “Fill & Sign” selected for this to work.*
	+ A text box will appear to add text to the document
	+ Complete the name field, as shown below, and all other remaining fields. If another staff has prepared the text box for the signer, change the “Name,” “Title,” and “Date.”

5) Once the document is signed, save the document, and route back to the clinic.  |