Using the Electronic Signature Feature on Health Home Consent Forms

Please note: The following instructions demonstrate how to affix an electronic signature and initials on the DOH-5055. The process would apply to other Health Home consent forms as well, but the number of electronic signatures and initials required will vary depending on the form.

Step 1: Open a consent form with all applicable texts fields filled out with Health Home, RHIO, provider, and Care Management information filled in already

Step 2: Click on the signature icon in the toolbar at the top of the screen

Step 3: Click on the “Sign” button that will appear

Step 4: Click on the “Add Signature” option

Step 5: The member can choose how they would like to sign the document by selecting to type, draw (either with their computer mouse or touchscreen), or with a signature image on their computer. When done, they would click “Apply”:
Step 6: Click and drag the completed signature onto the appropriate signature line

Step 7: Repeat Steps 4 through 6 to “Add Initials” to page 3 (other consent forms may not need initials)

Step 8: Once both the signature and initials are entered by the member, a copy of the form would need to be saved before it is sent back to the Care Manager: