

## Adding and Signing a Consent Form


Open the patient's chart in the Rolodex

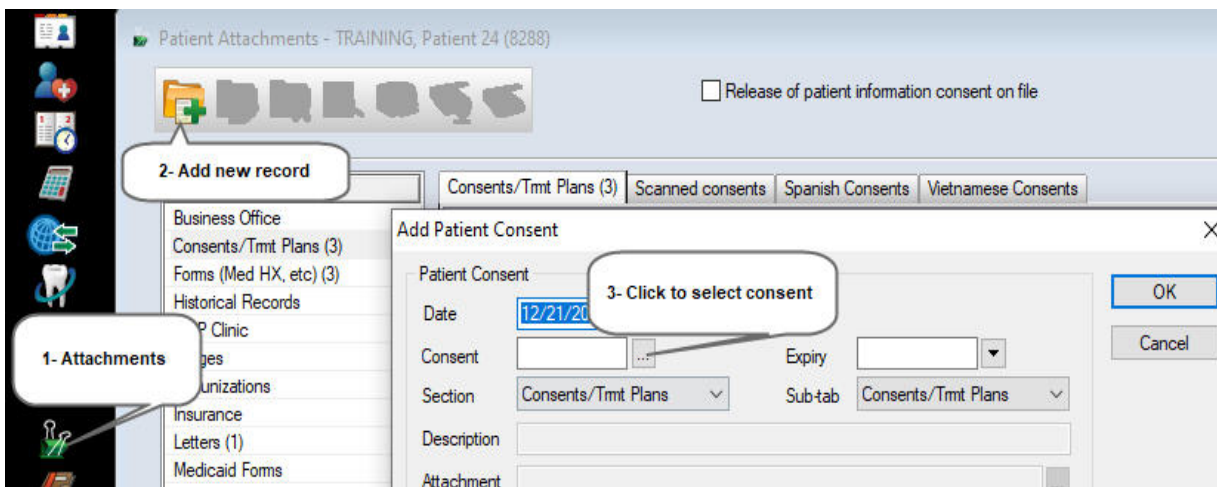
1-Go to **Patient Attachments Module**



2-Click on **Add new record button**- green plus sign



3- Click on **ellipsis button** to find the consent in list- double click on consent so that code appears in box GENCN2  (this is the general consent form that everyone signs, there are many others for other procedures)



4-Hit **OK** button in **Add Patient Consent** window

5-If **Enter Parameter Values** window appears, SELECT EACH FIELD AND ENTER ANSWER IN DISCRETE VALUE before hitting **OK** button.

*(Image of consent appears so that patient could view it- patient should have been given a copy on a clipboard to read before signing)*

6-Close **window** with red X at top right of window



7-Patient Signature window appears- **have patient sign and hit OK**

8-Witness signature window appears- **type your name and sign**

(Some consents have an additional window for doctor's name and signature)

*You should now see the name of the consent with today's date appear in the list- double click on it to view.*