

## UTILIZING DOCUSIGN FOR PATIENT SIGNATURE

### Getting Started:

DocuSign may now be enabled in an OfficeCare account. It should be utilized for Telehealth/Drop Ship prescriptions where the patient is not present to sign. To enable the feature, submit a help ticket and the MotionMD® Customer Success Team will provide additional guidance.

### Utilizing DocuSign:

The steps below outline how to process a DocuSign request in MotionMD.

An important first step in creating the patient agreement is entering a valid email address under the Patient Demographics section on the patient agreement. This is the email used to successfully submit a DocuSign agreement to the patient.

Patient Demographics

**Name**  
Test Demo

**Gender**  
Male

**Birthdate**  
1988-02-14 (36)

**MRN**  
224680

**Address**  
123 Anywhere St, San Diego,  
CA 90211

**Email**  
testemail@gmail.com

Edit

Utilize the Edit button to add an Email Address

In the Patient Signature section, select Add Patient Signature and Sign with DocuSign – Telehealth.

Signatures (0/2)

Add Patient Signature ▾

Patient Signature

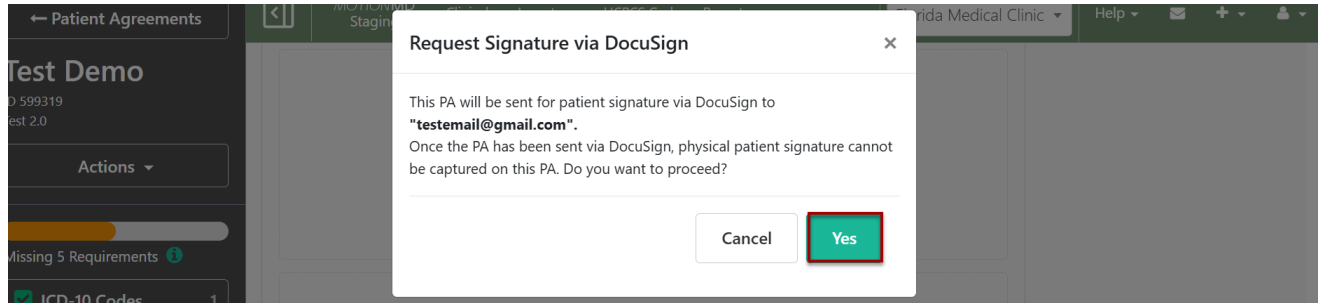
Sign with DocuSign - Telehealth

Attach AOB

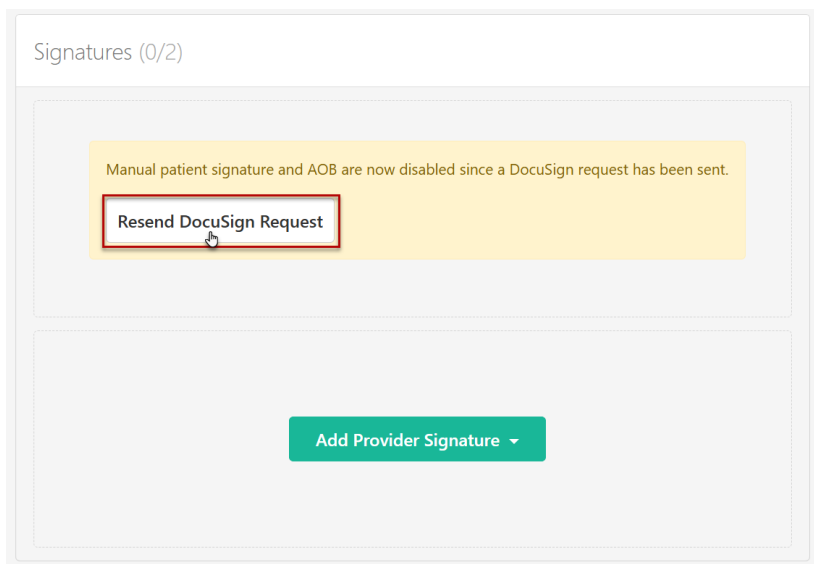
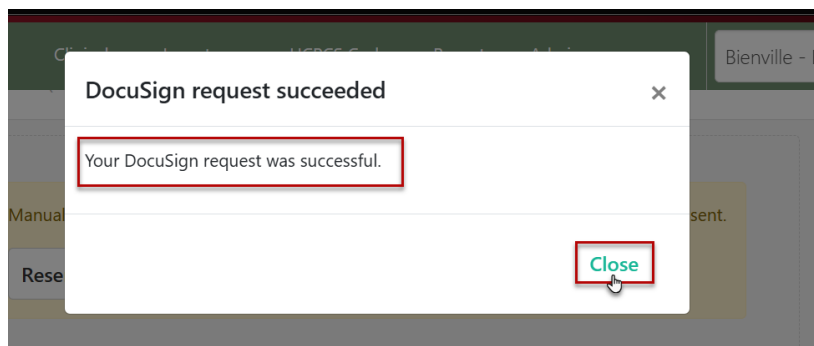
Add Provider Signature ▾

## UTILIZING DOCUSIGN FOR PATIENT SIGNATURE

A pop-up box will appear asking if you wish to proceed with the DocuSign feature.

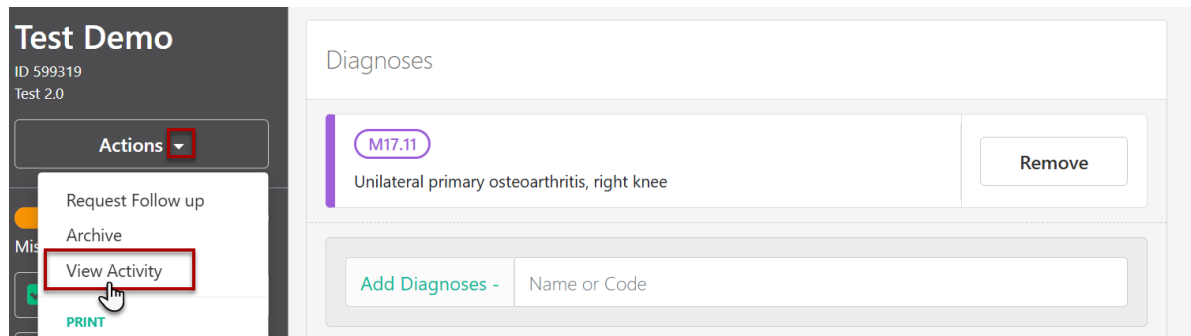


After selecting Yes, a notification will appear indicating the DocuSign request was successfully delivered. In addition, the patient's signature box will provide an alert for users that the DocuSign is pending. If needed, the user can also resend the DocuSign request.

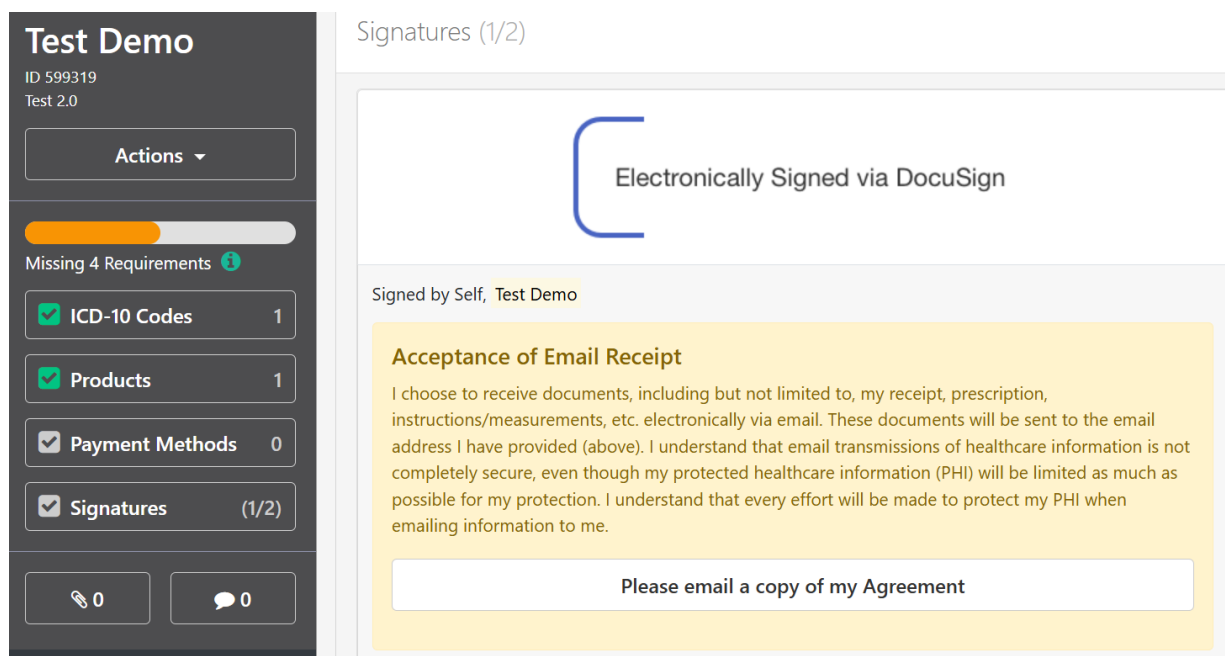


## UTILIZING DOCUSIGN FOR PATIENT SIGNATURE

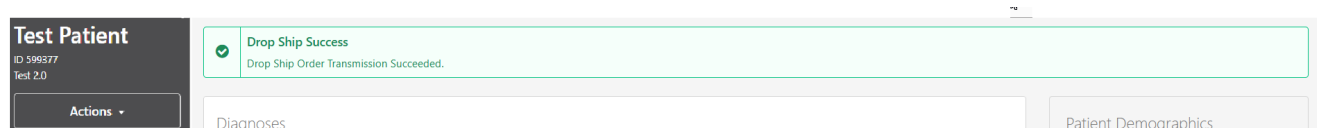
To view the DocuSign status select the View Activity button on the Patient Agreement.



Once the DocuSign agreement has been signed by the patient, the patient's signature box will display a message confirming the signature was obtained. The message automatically fulfills the patient signature Billing Requirement.



The Consignment status will turn green indicating the Drop Ship was successfully transmitted once all billing requirements on the Patient Agreement are complete.



**NOTE:** It's recommended to closely monitor DocuSign submissions and follow-up with patients as needed if DocuSign requests are still pending to minimize delays.