General – Collecting a General Consent Form Using E-Signature

Intended Audience: Staff who are obtaining general consents.

Summary: Where available, staff will use the Electronic Signature to obtain signatures for consent and treatment. The below process details how to obtain the e-signature in Epic.

General Consent for Treatment

1. Click the Documents section in the Access Navigator.
2. Select the appropriate General Consent document type (ENC Level Scan or PT Level Scan)

- The E-Signature Document Collector window appears.
3. Explain the General Consent to Treatment and Release of Information consent form to the patient. Please see the General Consent Form Scripting job aid for additional information.

Note: This document is available in English and Spanish. To change the language:

I. Click Change Template in the lower left-hand corner.
II. Click the radio button next to the consent form with the language needed.
III. Click Accept.

4. If applicable, click the arrow on the left side of the window to open the side bar. Enter the parent or legal guardian’s name in the Parent/Legal Guardian field.
5. Click the appropriate signature box in the **PATIENT SIGNATURE(S)** section.
   - **Patient signature** is for patients who sign for themselves.
   - **Parent/Legal Guardian/Patient Advocate signature** is for others who sign.

   ![Signature Box Example]

   - A signature window will appear.

6. Instruct the patient or parent/legal guardian to **sign on the Topaz device**.
7. Once the signature is captured, click **Accept**.

   ![Signature Capture Example]

8. **Staff Signatures** are **NOT required** unless the patient is signing verbally, as the user’s name and date/time is automatically documented when the electronic signature is obtained.

9. Click the **Printer icon** if the patient requested a copy after it was offered.

10. Click **Accept** if the patient does not need a copy

   ![Staff Signature Example]

   - The Documents table appears.

11. Review the **Status** has been updated to **Received**.

**Note:** For additional information on obtaining a verbal consent, see the **General – Obtaining Verbal Consent** tip sheet.