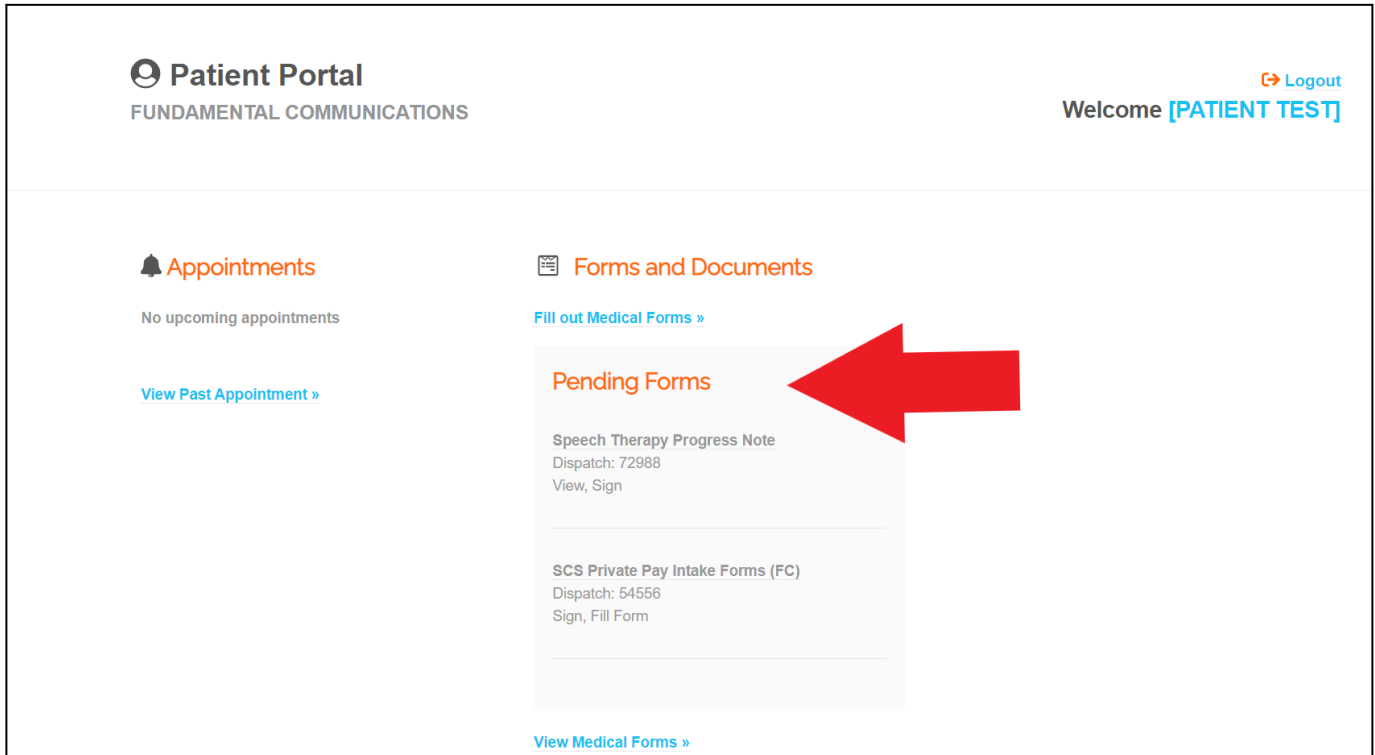


## Caregiver Signatures in the Patient Portal

1. Go to the patient portal and login or follow the link from the email notifying you of documents needing signed.
2. You will find the documents needing a caregiver signature on the right side of the home screen under “FORMS AND DOCUMENTS” pending forms.



**Patient Portal**  
FUNDAMENTAL COMMUNICATIONS

Logout  
Welcome [PATIENT TEST]

**Appointments**  
No upcoming appointments  
[View Past Appointment »](#)

**Forms and Documents**  
[Fill out Medical Forms »](#)

**Pending Forms**

- Speech Therapy Progress Note  
Dispatch: 72988  
View, Sign
- SCS Private Pay Intake Forms (FC)  
Dispatch: 54556  
Sign, Fill Form

[View Medical Forms »](#)

3. Select the progress note that needs to be signed.
4. The progress note will open and you will then select the “Sign and Send” button at the top left hand corner of the screen.

Home	<a href="#">Sign &amp; Send</a>	<a href="#">Print</a>
<b>Progress Note: Speech Therapy</b>		
Patient	TEST, PATIENT	
Visit Date	11/2021	
CPT	U	Loc.
92507	12	Treatment of speech, language, voice
#	Area of Concern	
2		
#	Area of Concern	
1	Receptive Language	Improve auditory processing skills in the following areas: (Categorization/classification, Repeati

5. A signature box will pop up. *\*Make sure you are allowing pop ups from the site\** Enter your signature using your mouse or touchpad. Then, make sure your name is in the "Signature's Name" field. Now click the "Sign and Dispatch" button.

The screenshot shows a 'Sign Dispatch' dialog box with the following elements:


- Header: "Sign Dispatch" with a close button (X).
- Text: "Please view below and then sign dispatch with your mouse."
- Signature line: A horizontal line with a red arrow labeled "1" pointing to it.
- Name field: "Signature's Name: PATIENT TEST" with a red arrow labeled "2" pointing to the field.
- Buttons: "Sign Dispatch" and "Cancel" with a red arrow labeled "3" pointing to the "Sign Dispatch" button.

6. A confirmation box will pop up to confirm you want to sign the document. Select the "OK" button.

The screenshot shows two overlapping dialog boxes:

- Confirmation Dialog:** "app.clinicsource.com says Are you sure you want to sign this Document? Once signed, no further editing will be permitted." It has "OK" and "Cancel" buttons. A red arrow points to the "Cancel" button.
- Sign Dispatch Dialog:** "Sign Dispatch" with a close button (X). It contains:
  - Text: "Please view below and then sign dispatch with your mouse."
  - Signature: A handwritten signature on a line.
  - Name field: "Signature's Name: PARENT"
  - Buttons: "Sign Dispatch" and "Cancel"

7. Now you should see the complete note with your signature at the bottom. Select the home button to complete this process for any other remaining documents.

Home		Print	
<b>Process Note: Speech Therapy</b>			
TEST, PATIENT	Pat. Number	10	
05/11/2021	Duration	60	
<b>Units</b>	<b>Loc.</b>	<b>Desc</b>	
92507	4	12	Treatment of speech, language, voice
		<b>SUBJECT</b>	
		<b>OBJECT</b>	
<b>#</b>	<b>Area of Concern</b>	<b>Short Term Goals</b>	
2			
<b>#</b>	<b>Area of Concern</b>	<b>Long Term Goals</b>	
1	Receptive Language	Improve auditory processing skills in the following areas: (Categorization/classification, Repeating ___ word sentences, Analogies, Explaining similarities)	
		<b>ASSESS</b>	
		<b>PLA</b>	
Patient/Caregiver Signature			
			
Electronically signed on 7/27/2021 12:34 PM by PARENT			