

JHH ED- Electronic signatures

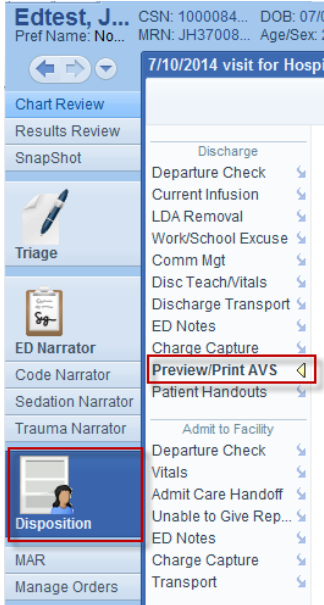
Signing documents/consents in Epic electronically

In the JHH EDs, we are able to capture signatures electronically using electronic signature pads. The forms that are able to be electronically signed are the After Visit Summary (AVS), Blood Consent, Methotrexate, Procedural consent, and Against Medical Advice.



Try It Out- electronically signing the AVS

1. From the **Disposition** navigator, open the **Preview/Print AVS** activity:



2. Click **E-Sign**:



3. A pop-up window will appear. None of the fields are required, but you should fill out as much information as you are able and click **E-Sign Document**:

Document - After Visit Summary [792455]

About Document

Received by: Received date/time:

Status: Effective date/time:

Group: Expiration date/time:

Location:

Description:

Document Content

Signed by: Relationship:

Date: Representative:

Witnesses:

	Name	Comments
1	<input type="text"/>	<input type="text"/>

E-Signed Version

File name: Date/time signed:

Where signed:

4. The patient signature goes in the top box:

Electronic Signature

Logo:

I have reviewed and understand the Emergency Department discharge instructions and medical follow up recommendations. The instructions will accompany this signature page.

<input type="text"/>	<input type="text" value="8/4/2014"/>
Nurse/Witness Signature	Date
<input type="text"/>	<input type="text" value="8/4/2014"/>
Patient Signature	Date

5. Next, the nurse clicks the **Next** button and the **Nurse/Witness Signature** box turns blue:

Electronic Signature

The Johns Hopkins Hospital

I have reviewed and understand the Emergency Department discharge instructions and medical follow up recommendations. The instructions will accompany this signature page.

8/4/2014

Nurse/Witness Signature Date

8/4/2014

Patient Signature Date

Previous Next Clear Accept Accept & Print Cancel

The second window is where the nurse signs his or her name using the e-sig pad

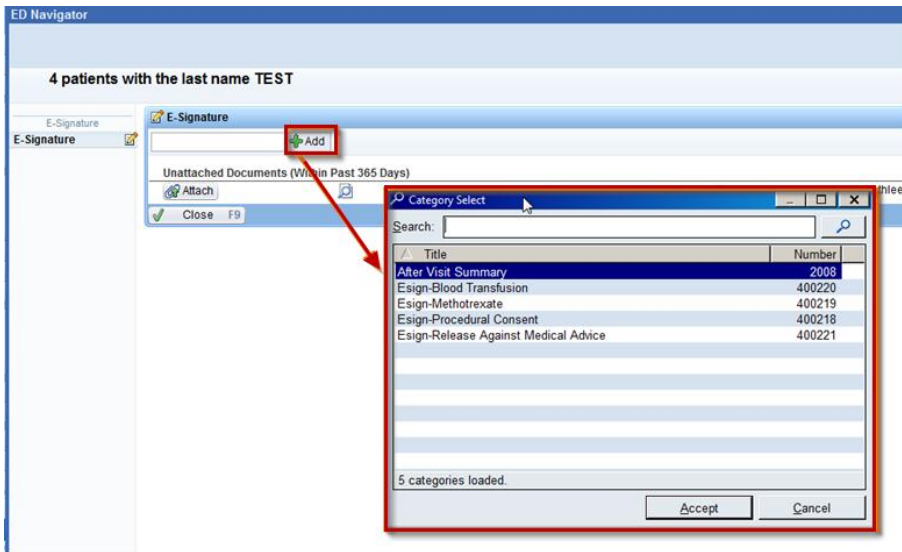
6. When both signatures are captured, click **Accept** and your document is electronically signed.

You can also electronically sign Blood consent, Procedural consent, Methotrexate, and Against Medical Advice forms

7. To electronically sign these forms, go to **More Activities, E-Signature:**

The screenshot shows the Epic EMR interface for a nurse. The 'More Activities' menu is open, and 'E-Signature' is highlighted with an orange box. Other menu items include Patient Event Tracking, Medications, Home Meds, Allergies/Contraindications, History, Immunizations, Intake/Output, Ngtes, Eptler/Edit Results, Outside Records, Patient Education, Care Plan, Demographics, Calculator, Letters, Form Reprints, FYI, Blood Transfusion, Call Back, Disaster, Downtime, Sedation, Call In, and Menu Personalization.

8. Click the **Add** button and choose the document you wish to e-sign. Click **Accept**:



9. Click in the top field of the form and follow steps 3-6 as outlined above. These forms have more fields to sign, so the nurse should capture the required signature and keep clicking **Next** until all fields are signed.

NOTE: Once the e-signature pop-up is open, you have to complete it all at once. You are unable to close the window and open it again where you left off. Also, there are no hard stops in the instance that the signature field does not apply to your patient. You must continue to follow hospital policy surrounding consents.