

## 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 S	ummary [792455]			
About Documen	t ———			
Received by:	EMERGENCY, NURSE [ED] ,0	Received date/time:		
Status:	٩	Effective date/time:		
Group:		Expiration date/time:		
Location:				
Description:				
Document Conte	ent			
Signed by:		Relationship:		2
Date:		Representative:		
Witnesses:	Name	Comments:		
	1			
E-Signed Versio	n			
File name:	E-poc-4447.html	Date/time signed:		
Where signed:				
E-Sign Docume	ent <u>V</u> iew Document			
			Accept	<u>C</u> ancel

4. The patient signature goes in the top box:

Electronic Signature	×
Logo	The Johns Hopkins Hospital
I have reviewed and understand instructions will accompany this	t the Emergency Department discharge instructions and medical follow up recommendations. The signature page.
	Sign The first window that is highlighted in
	8/4/2014 the e-sig pad, have the patient signs. Using name
Nurse/Witness Signature	Date
	8/4/2014
Patient Signature	Date
	Previous Next Clear Accept Accept Cancel

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



😿 Electronic Signature		x
Logo	The Johns Hopkins Hospital	
I have reviewed and understan instructions will accompany this	d the Emergency Department discharge instructions and medical follow up recommendations. The signature page.	
	8/4/2014	
Nurse/Witness Signature	Date	
	Sign The second window is where the nurse signs 8/4/2014 his or her name using the e-sig pad	
Patient Signature	Date	
		-
		-
	Previous Next Clear Accept Accept & Print Cancel	

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**:

📟 Hyperspace - JHI	H EN	IERGENCY MEDICINE - POC -	NUR	SE
Epic - 🛅 E	DM	anager 泪 Track Board 🚨	In Ba	sł
II 🔽 🛱 T	est,l	Heparin ×		
Test, Hepa. Pref Name: None	. с м	SN: 1000086015 DOB: 07. RN: JH27008992 Age/Sex:	/30/1 25 y	98
	ED	Navigator		
Chart Review				
Results Review				
SnapShot		4 patients with the	las	st
4		Patient Event Tracking	☆	าล
1		Documentation Flowsheets	☆	
Triage	ź	Medications	☆	_
	₿.	Home Meds	☆	cł
340 Cat	۲	Allergies/Contraindications	☆	зс
ED Narrator		<u>H</u> istory	☆	)S
Code Narrator	Þ	Immunizations	☆	
Sedation Narrator		Intake/Output	☆	
Trauma Narrator		N <u>o</u> tes	公	
	Ø	Enter/Edit Results	公	
	e,	Outside Records	☆	
		Patient Education	公	
Disposition		Care Plan	☆	
MAR		Demographics	☆	
Manage Orders		Calculator	☆	
Stroke		Letters	☆	
Post Mortem	Þ	Form Reprints	☆	
Case Managem	P	FYI	☆	
After Visit Sum		Blood Transfusion	☆	
ED Navigator	T	Call Back	☆	
	۲.	Disaster	☆	
	Ð	Downtime	☆	
	۲	Sedation	☆	
		E-Signature	☆	
000000000		Call In	☆	1
More Activities 🕨	ß	Menu Personalization		
NURSE E.		Ny Incom	plete	C



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

E Cinesture	🕝 E-Signature		
ignature G	Add		
-			
	Unattached Documents (Within	n Past 365 Days)	
	( Attach	Category Select	
	Close F9		
		Search:	<u>^</u>
		A Title	Number
		After Visit Summary	2008
		Esign-Blood Transfusion	400220
		Esign-Methotrexate	400219
		Esign-Procedural Consent	400218
		Esign-Release Against Medical Advice	400221
		5 categories loaded	

ED Naviga

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.



