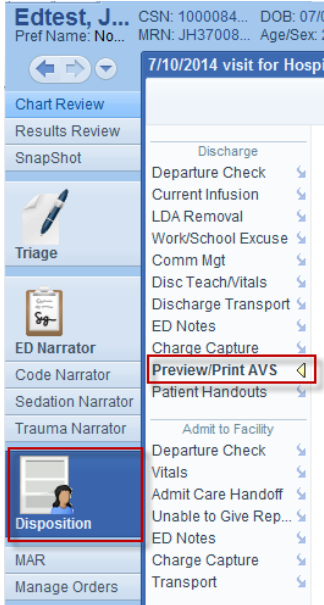Epic TIPS & TRICKS

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**:

JHH ED Electronic signatures
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JOHNS HOPKINS
MEDICINE

Epic Training

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4. The patient signature goes in the top box:

5. Next, the nurse clicks the **Next** button and the **Nurse/Witness Signature** box turns blue:
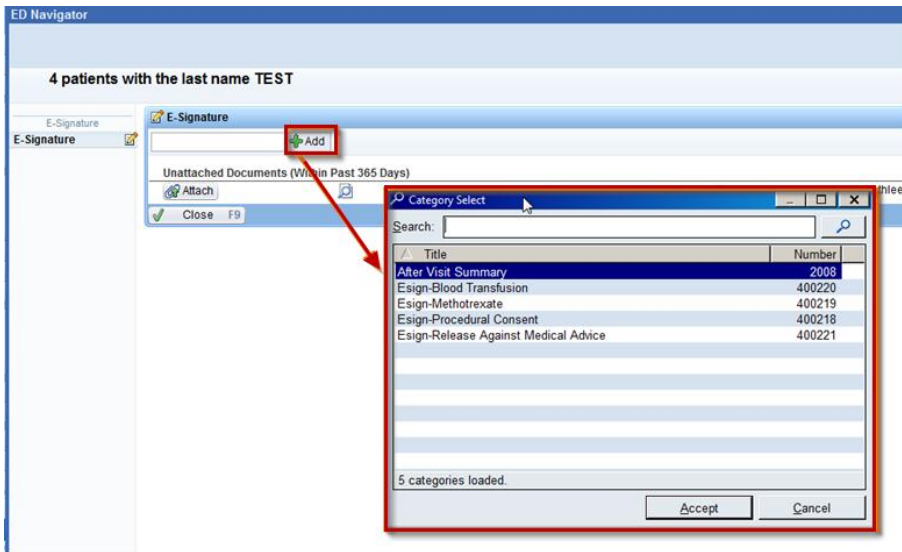
6. When both signatures are captured, click **Accept** and your document is electronically signed.

💡 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:**

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.