Electronic Signature

The following provides information about the electronic signature. This signature applies to Roll and Scroll, GUI as well as the EHR. Use the electronic signature to sign a note or an intake document.

Creating Your Electronic Signature

Use the User's Toolbox option in RPMS to setup an electronic signature. Use the option in bold (Electronic Signature Code Edit):

```
Select TIU Maintenance Menu Option: TBOX User's Toolbox

Change my Division

Display User Characteristics

Edit User Characteristics

Electronic Signature Code Edit

Menu Templates . . .

Spooler Menu . . .

Switch UCI

Taskman User

User Help

Figure 1: Options on the TBOX User's Toolbox
```

Prompts display for the electronic signature on SOAP notes and Intake documents. You should not enter your initials (such as MD) under both the block name and title or it will display twice. Make sure your signature block printed name contains your name and (optionally) your credential.

```
INITIAL: MGH//
SIGNATURE BLOCK PRINTED NAME: MARY HAGER//MARY HAGER, RN
SIGNATURE BLOCK TITLE
OFFICE PHONE:
VOICE PAGER
DIGITIAL PAGER
Figure 2: Prompts that display at the beginning of the process
```

If the "Enter your Current Signature Code" prompt displays in RPMS it means there is an existing electronic signature code.

When the Enter Code prompt displays in RPMS enter a new signature code.

Enter a new code (using between 6 and 20 characters) with Caps Lock ON. However, when entering the electronic signature (on a note for example), it can be in lower case. (No special characters are allowed in the code.)

If you forget the code, it must be cleared out by your Site Manager; then a new code must be created. You are the only one who can enter your electronic signature code (and no one else).