

Entering Hard Copy Signature in SmartCare

Back date the effective date and the start date of the document to the appropriate date that the client signed the paper document. Sign the document. (Your signature will still show the date that the digital document was signed.)

The screenshot shows the 'Consent for Telehealth' document in SmartCare. The 'Effective' date is set to 07/03/2023, and the 'Start Date' is also set to 07/03/2023. The document is authored by Kimberly Seaman. The 'Status' is 'New'. The document content includes a consent statement: "I hereby agree to receive telehealth services from County of San Luis Obispo Health Agency and its contracted mental health and substance use disorder providers and agree that this is an acceptable mode of delivering health care related services to me in accordance with the terms of this consent form. I understand and agree to the following statements regarding telehealth:"

Indicate Client signed paper document.

The 'SignaturePage' dialog box shows the signature method selection. The text above the signature area reads "Generic-1, Non-Slo is signing the Consent for Telehealth". Below the signature area, the signature is identified as "Generic-1, Non-Slo" with a date of "07/12/2023" and a time of "12:38 PM". The selection options are: Smart Key, Signature Pad, Mouse/Touchpad, Client Signed Paper Document (selected), and Verbally Agreed Over Phone. Buttons for Sign, Clear, and Cancel are at the bottom.

Signatures will look like this. (The digital document shows the client's signature as (signed on paper) and the date as "See paper copy.")

The screenshot shows the document version history. The 'Effective' date is 07/03/2023 and the 'Status' is 'Signed'. Under 'Other Versions', there is one entry: "1. 07/12/2023, Kimberl...". Under 'Signed By', there are two entries: "1. Kimberly Seaman UN 07/12/2023 (1)" and "2. Generic-1, Non-Slo (signed paper) (1)".

Consent For Telehealth
Client: Non-Slo Generic-1 (Signed Paper Copy) **Signature Date:** See Paper Copy

Scan and attach hard copy signed document to SC document.