


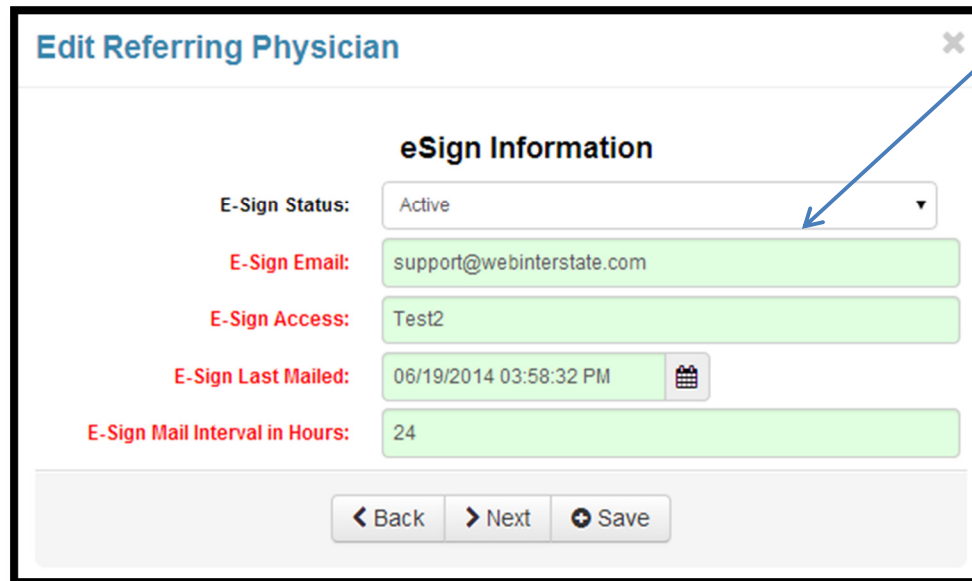
Physician Electronic Signature

Purpose: The instructions below explain how to set-up a physician to sign off on referred exams electronically.

Requirements: Internet access, Email account and Web browser (Safari, Internet Explorer 10.0 or above or updated Google Chrome or Mozilla Firefox.)


Enrolling Physician for E-Signature:

- Login to Provider Application> Set-up tab> Referring Physician> search for physician> click 
- Click NEXT to get to the E-Sign screen
- Set status to ACTIVE
- Enter physician's email address in E-Sign Email
- Create unique E-Sign Access Code. This will later be given to the physician to login to e-sign portal
- Set E-Sign Mail interval. This will determine how often the physician will be notified to login and review/sign their exams
note: Doctors set as active will begin to receive notifications for any orders entered in MediMatrix AFTER enrollment.



The screenshot shows a web form titled "Edit Referring Physician" with a close button (X) in the top right corner. The form is divided into a section titled "eSign Information". Below this title are five rows of input fields, each with a red label on the left and a light green input box on the right. The fields are: "E-Sign Status:" with a dropdown menu showing "Active"; "E-Sign Email:" with the text "support@webinterstate.com"; "E-Sign Access:" with the text "Test2"; "E-Sign Last Mailed:" with the date and time "06/19/2014 03:58:32 PM" and a calendar icon; and "E-Sign Mail Interval in Hours:" with the text "24". At the bottom of the form are three buttons: "< Back", "> Next", and "Save" with a plus icon. A blue arrow points from the top right of the page towards the "Active" dropdown menu.

Managing E-Signature exams:

- Login to Provider Application> Clinician Access tab> MMeSign Worklist> Search by status> click  to view
- Login to Provider Application> Clinician Access tab> Reports Menu> Select date
Note: Many providers run daily to view if physician has rejected an exam



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