

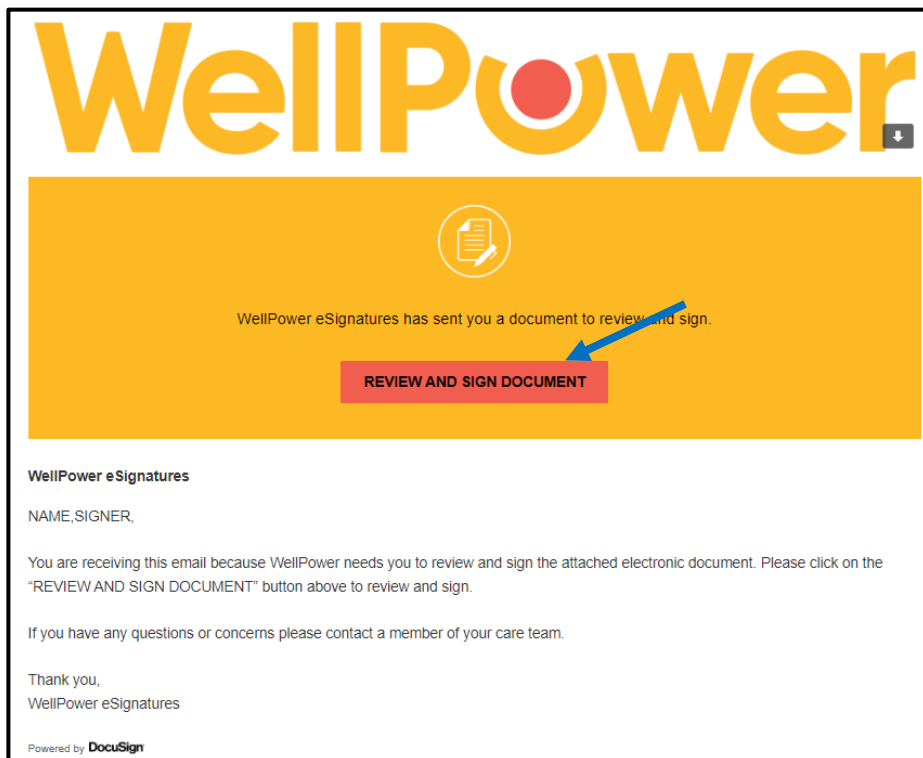
WellPower

How to Complete an eSignature Through DocuSign

This guide will walk you through how to sign a document electronically using DocuSign.

Completing an eSignature:

- 1. You and your provider will review the form together** in your telehealth or in-person appointment. Your provider will confirm your email address and send the form via email for your review and signature.
- 2. Log in to your email** and look for an email with subject line "WellPower eSign Electronic Document". **Open the email and click 'REVIEW AND SIGN DOCUMENT' to begin DocuSign.**



3. Once DocuSign is opened, a pop-up will appear asking if you agree to use electronic records and signatures. You can click on the link titled “Electronic Record and Signature Disclosure” to review the disclosure. If you agree to use electronic records and signatures, check the box and click ‘CONTINUE’.

Please Review and Sign Any Documents

WellPower eSignatures
WellPower

Powered by DocuSign

Please read the [Electronic Record and Signature Disclosure](#) for more information.
 I agree to use electronic records and signatures.

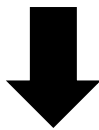
CONTINUE OTHER ACTIONS ▾

Name: NAME, SIGNER Date: 05/19/2022
DOB: 01/01/1901 ID Number: 275897

Consent for Services. I consent to services offered by WellPower. I understand that the primary objective of these services is to help me achieve a life of wellbeing. My consent is voluntary and will remain valid for as long as I am in an open status with WellPower. This consent applies to all providers at WellPower who may provide me with services and permits the sharing of information amongst WellPower staff, as permitted by law. I may withdraw my consent at any time, unless there is an involuntary treatment order from the court. Withdrawal of consent will not affect actions already taken, or in progress, by WellPower. WellPower also has the right to stop providing me with services.

Release of Information. I understand that WellPower will need information about my past and present circumstances in order to provide me with the appropriate services. I further understand that if any of my providers are not given access to the information necessary for my treatment, as determined by the provider in their professional opinion, WellPower may discontinue treatment. I understand that if I am currently on probation or parole, I may need to sign an authorization to release information so my clinician can speak to my probation or parole officer.

Confidentiality. I understand that information about me, including information in my medical record and information shared by me during therapy sessions, is confidential and cannot be disclosed without my permission. There are some exceptions to this general rule of confidentiality. Circumstances under which information can be shared legally without my permission include, but are not limited to: danger to myself or others; suspicion or evidence of abuse or neglect of a child, elder, or at-risk adult; or grave disability.



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4. The form will now appear for your review and signature. Click 'NEXT' or scroll down to find the 'Sign' button. Click 'Sign' to eSign the document.

Note: Review the form before signing to make sure all the information is correct. If something is wrong or missing, click 'Other Actions', select 'Refuse to Sign', and notify your provider of the error.

WellPower

Consent For Services

Name: NAME, SIGNER	Date: 05/19/2022
DOB: 01/01/1901	ID Number: 275897

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Sign

Name: NAME, SIGNER

Date: 5/19/2022

Relationship: Self

Legal documentation of the representative's authority may be required.

5. DocuSign will create a computer-generated signature. This means that you will not physically sign the document with your finger, but rather adopt the generated signature DocuSign created that acts as your legal signature. A pop-up window will appear asking you to adopt the eSignature. Confirm your name and initials and click 'ADOPT AND SIGN'. The name and font will be pre-selected and cannot be changed. If something is incorrect (i.e. spelling of name), please contact your clinician.

Note: You will only need to complete the 'Adopt Your Signature' pop-up the first time you use DocuSign. After the first time, your eSignature will appear when you click the 'Sign' button on documents.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

NAME,SIGNER N

PREVIEW

DocuSigned by:
NAME,SIGNER
103EDF1C17F44B6...

DS
N

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

6. Your eSignature will now appear on the form. Click 'FINISH' at the top of the page to submit your signed document.

my own mental health treatment at WellPower, it may be necessary for the clinicians on my child's treatment team to communicate with the clinicians on my treatment team; review information in my WellPower electronic health record; and enter documentation into my WellPower electronic health record. I consent to use of my health information.

Agreement.
By signing below, I acknowledge that I have read, understand, and agree to this Consent for Services, and that I have received a copy of this form. I also acknowledge that I have been provided a copy of WellPower's Notice of Privacy Practices.

DocuSigned by:
NAME,SIGNER
103EDF1C17F44B6...

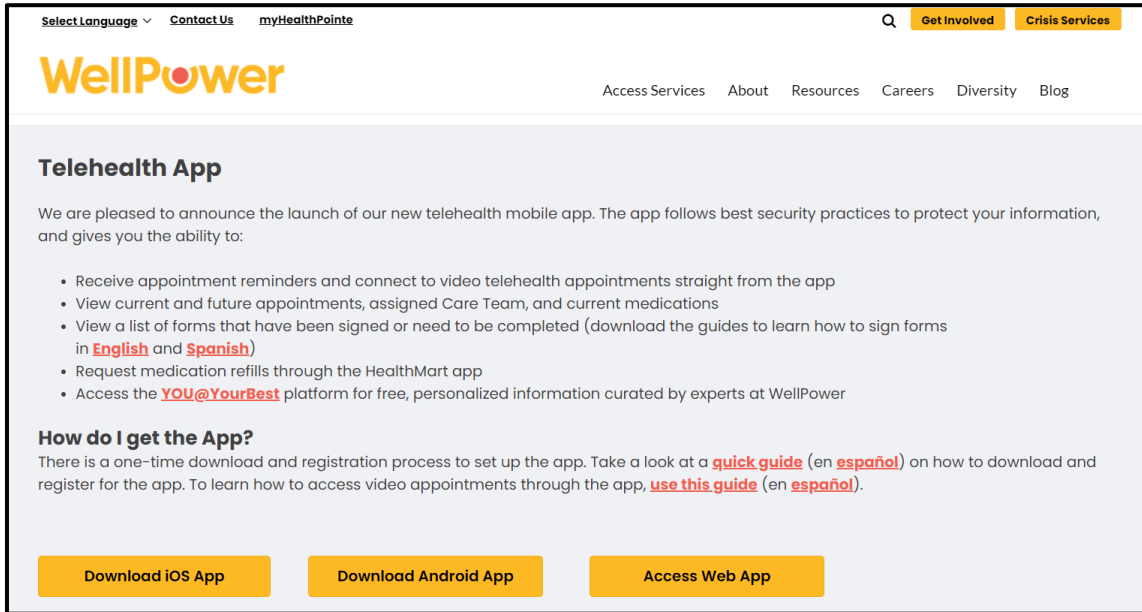
Name: NAME,SIGNER
Date: 5/19/2022
Relationship: Self

Legal documentation of the representative's authority may be required.

FINISH OTHER ACTIONS ▾

7. After selecting 'FINISH', you will be taken to a page prompting you to download our telehealth app.

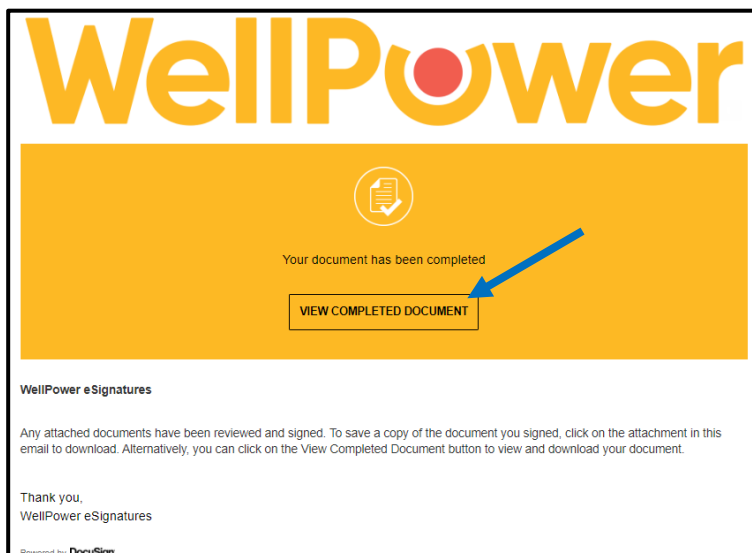
Note: You do not have to download the telehealth app, however the telehealth app can provide several convenient benefits, as seen below.



The screenshot shows the WellPower website's 'Telehealth App' page. At the top, there is a navigation bar with 'Select Language', 'Contact Us', and 'myHealthPointe'. The WellPower logo is prominently displayed. Below the logo, there are links for 'Access Services', 'About', 'Resources', 'Careers', 'Diversity', and 'Blog'. The main heading is 'Telehealth App'. The text below reads: 'We are pleased to announce the launch of our new telehealth mobile app. The app follows best security practices to protect your information, and gives you the ability to:'. A bulleted list follows, detailing app features like appointment reminders, viewing appointments and medications, accessing forms, medication refills, and the YOU@YourBest platform. A section titled 'How do I get the App?' provides instructions on downloading and registration, with links to 'quick guide (en español)' and 'use this guide (en español)'. At the bottom, there are three yellow buttons: 'Download iOS App', 'Download Android App', and 'Access Web App'.

8. After the document is submitted, a new email will appear in your inbox titled "Reviewed and Signed: WellPower eSign Electronic Document".

From the email, you can open a PDF version of the form or you can click 'VIEW COMPLETED DOCUMENT' to view your document in a webpage.



The screenshot shows an email notification from WellPower eSignatures. The top part features the WellPower logo. Below it is a yellow banner with a document icon and the text 'Your document has been completed'. A blue arrow points to a button labeled 'VIEW COMPLETED DOCUMENT'. Below the banner, the text reads 'WellPower eSignatures' and 'Any attached documents have been reviewed and signed. To save a copy of the document you signed, click on the attachment in this email to download. Alternatively, you can click on the View Completed Document button to view and download your document.' At the bottom, it says 'Thank you, WellPower eSignatures' and 'Powered by DocuSign'.