

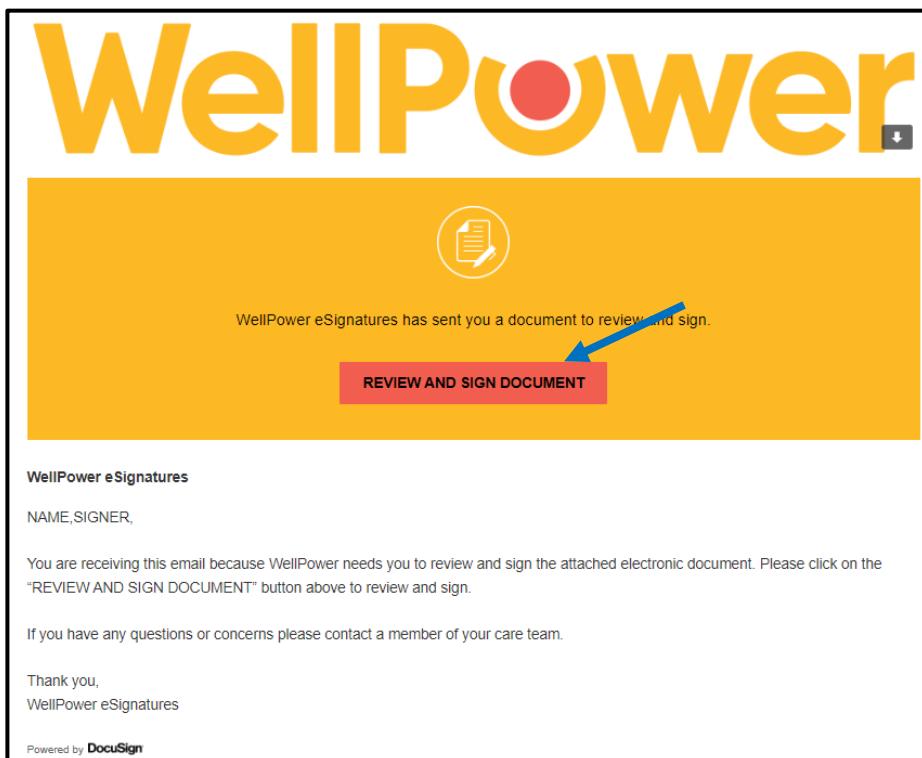
WellPower

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 ▾**

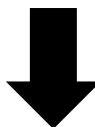
Name: NAME, SIGNER
DOB: 01/01/1901

Date: 05/19/2022
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.



Please Review and Sign Any Documents

WellPower eSignatures
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Please read the Electronic Record and Signature Disclosure for more information.

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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.

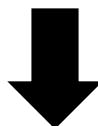
Note: Review the form before signing to make sure all the information is correct. If something is wrong or missing, click 'Other Actions', select 'Refuse to Sign', and notify your provider of the error.

The screenshot shows a web-based form titled "Consent For Services". At the top, there are buttons for "NEXT" (highlighted with a blue arrow) and "OTHER ACTIONS". Below the title, the WellPower logo is displayed. The form contains fields for Name, Date, and ID Number. Below these fields, there are three paragraphs of text: "Consent for Services", "Release of Information", and "Confidentiality".

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The screenshot shows the "Sign" interface for the WellPower form. It displays the name, date, and relationship entered earlier. A note at the bottom states: "Legal documentation of the representative's authority may be required."

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*
NAME,SIGNER

Initials*
N

PREVIEW

DocuSigned by:
NAME,SIGNER DS
103EDF1C17F44B6...

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.

FINISH OTHER ACTIONS ▾

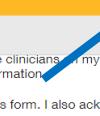
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my own mental health treatment at WellPower, it may be necessary for the clinicians on my child's treatment team to communicate with the clinicians on my treatment team; review information in my WellPower electronic health record; and enter documentation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

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

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





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 with the following elements:

- Header navigation: Select Language, Contact Us, myHealthPointe, Search icon, Get Involved, Crisis Services.
- Main navigation: WellPower logo, Access Services, About, Resources, Careers, Diversity, Blog.
- Section title: Telehealth App.
- Text: 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:

 - Receive appointment reminders and connect to video telehealth appointments straight from the app
 - View current and future appointments, assigned Care Team, and current medications
 - View a list of forms that have been signed or need to be completed (download the guides to learn how to sign forms in [English](#) and [Spanish](#))
 - Request medication refills through the HealthMart app
 - Access the [YOU@YourBest](#) platform for free, personalized information curated by experts at WellPower

- Section title: How do I get the App?
- Text: There is a one-time download and registration process to set up the app. Take a look at a [quick guide](#) (en [español](#)) on how to download and register for the app. To learn how to access video appointments through the app, [use this guide](#) (en [español](#)).
- Buttons: Download iOS App, Download Android App, 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.

