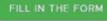


## Patient Submitting Requested Documentation

Once a patient receives the document request email or text, they will select the link to be directed to a conversation. The requested document type will be in the conversation. Patients will select  **Fill In The Form** at the bottom of the screen to continue.

### Driver's License

If a Driver's License was requested:

- A picture of the front of their Driver's License will be taken first.
- Select the  **camera icon**.
- If this is being done from a laptop or PC:
  - The file browser will open to search for and select the appropriate file.
- If being done from a smart phone a picture may be taken straight from the phone.
- A preview of the selected picture will display.
- If the incorrect picture was uploaded, the patient may select **Remove file** to then go and select the correct one.
- If the correct picture was selected, the patient will then select  **Submit**.

The screen will then return to the conversation. If there are other documents needing to be submitted, the conversation will continue asking for the additional documents. If nothing else needs to be submitted, the conversation will end.

### Insurance Card

If an insurance card was requested:

- A picture of the front of their insurance card will be taken first.
- Select the first  **camera icon**.
- If this is being done from a laptop or PC:
  - The file browser will open to search for and select the appropriate file.
- If being done from a smart phone a picture may be taken straight from the phone.
- Repeat the same process for the back of the insurance card.

# Patient Connect: Submitting Requested Documents

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- Once both images have been captured select  **Submit**.

The screen will then return to the conversation. If there are other documents needing to be submitted, the conversation will continue asking for the additional documents. If nothing else needs to be submitted, the conversation will end.

## Consent Forms

If a form was requested to get a patient signature:

- A signature field will be displayed.
- Patients will use either their cursor or their finger to sign in the Patient Signature field depending on whether the patient is using their computer or their phone.
- If needing to reset the signature field,  **Clear** may be selected to start over.
- Additional information may be asked at the bottom of the screen and will need to be filled out according to who is filling out the form.
- Once all information has been entered, the patient will select  **Submit**.

The screen will then return to the conversation. If there are other documents needing to be submitted, the conversation will continue asking for the additional documents. If nothing else needs to be submitted, the conversation will end.