Creating Initial Electronic ID's/Signatures in Treatment Plan/Progress Report Templates

1. Left click in the Case Manager or Program Supervisor Signature field

THIS TREATMENT PLAN HAS BEEN DEVELOPED BETWEEN THE PROVIDER AND THE SERVICE COORDINATOR. BY SIGNING THIS TREATMENT PLAN YOU ACKNOWLEDGE AGREEMENT WITH THE TREATMENT PLAN AND UNDERSTAND THAT ANY CHANGES IN THIS PLAN MUST BE SUBMITTED TO THE SERVICE COORDINATOR IMMEDIATELY. CASE MANAGER OR PROGRAM SUPERVISOR SIGNATURE DATE Unsigned signature field (Click to sign)

- 2. Select "A new digital ID..." - Select Next
- 3. Default "New PKCS#12 digital file" Select Next
- 4. Enter information into first 4 fieldsleave default in last 3 fields - Select Next



5. Allow file to save to default location. Create/confirm password - Select Finish

Enter a file location and password you use the digital ID to sign or de so that you can copy this file for b	for your new digital ID file. You will need the password w crypt documents. You should make a note of the file loca ackup or other purposes. You can later change options fo	nen Ition Ir this
file using the Security Settings dial	log.	
File Name:		
pembev\AppData\Roaming\Adol	be\Acrobat\9.0\Security\VickiPemberton.pfx Browse	e
Password:		
Confirm Password:		
Cancel	< <u>B</u> ack Finis	h

6. Once finish is selected, you will be asked to enter your password. Select - Sign

Deservered			
Password:			
Certificate I	ssuer: Vicki Pembert	ton	Info
	Appearance:	Standard Text 🔻	
	Digitally s	ligned by Vicki Pemberton	
VICKI	DN: cn=V Head Inju	/icki Pemberton, o=Adult ay Program, ou=Special	
	Health Se	ervices,	
Pemb	perton emains	ervices, ki pembertor@health.mo IS M D4 19 12-11-12_05007	
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Click F	cument After Signin	urrices, is peribation@health.mo is 04.04.19.12:11:12.00007 g urment.content	
Pemk	cument After Signin Review to see if doc	arices: A pentation@heatis.mo A 04.18 12:11:12 -0000 g ument.content	Review

Your electronic signature will now display on the form (See below). This signature will be available for future use but will require a password to activate. If the signature needs changed at any point after a Treatment Plan form has been saved, right click in the signature block and select - Clear Signature. Left click in the signature block again and either create a new digital ID signature or choose another signature from the drop-drop listing (See right).

CASE MANAGER OR PROGRAM SUPERVISOR SIGNATURE Vicki Pemberton

Digitally signed by Voki Peribertan DN cm-Voki Peribertan, s-Adult Head Injury Program, zu-Special Health Services, email-wick peribertan@Health.ms.pov, c=US Des 2016 46 21 06 19:24 arXiv:

- Country/Region: US UNITED STATES -Enable Unicode Support Key Algorithm: 1024-bit RSA Use digital ID for: Digital Signatures and Data Encryption Cancel < Back Next > 7. At this time, the template requires
- you to save/name the new file, for example, DCN John Doe 6-12-2014. (The naming scheme of the files is up to you-just remember that you will be going back into the original file several times during the timeframe of the treatment Plan, to insert the monthly progress notes).

Sign Documer	nt 💌 📉		
Sign As:	Vicki Pemberton (Vicki Pemberton) 2019.04.17		
Password:	Vicki Pemberton (Vicki Pemberton) 2019.04.17		
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Vicki Pemł	Digitally signed by Vicil Ferniterion Digitally signed by Vicil Ferniterion Heard Services Detertion Services Date: 2014 AJ 109:55:55-68000		
Lock Do	cument After Signing 🕜		
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	Sign Cancel		