

Electronically Signing and Sending an eMED3 in Vision 3

Due to the current Coronavirus crisis, many practices want to be able to email eMED3s to their patient.

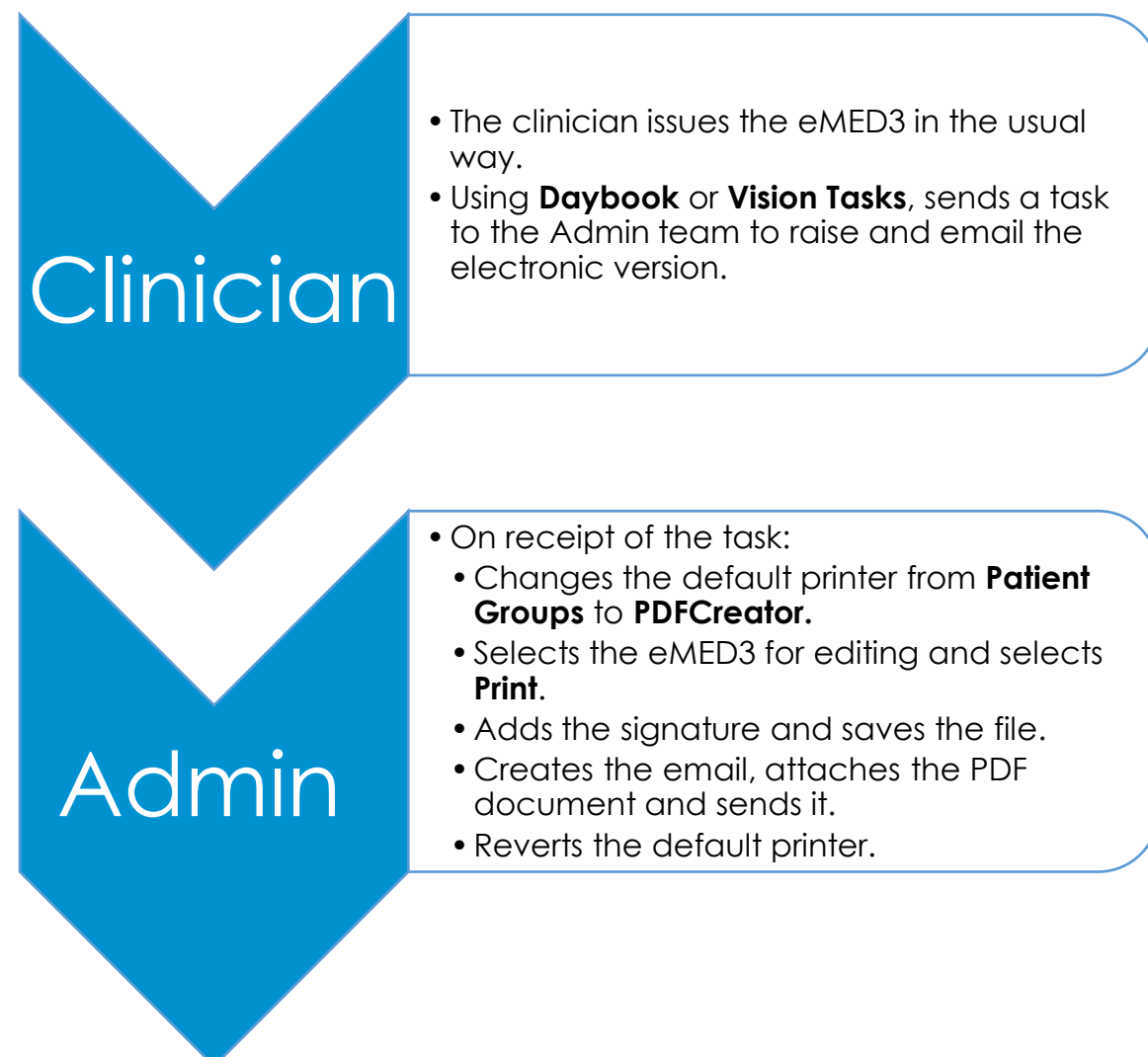
This quick reference guide details how to create a PDF version of an eMED3, digitally sign it and send it via email.

Before you start

In order to digitally sign a document, the signature required must be scanned. You could use the Docman scanner or download a scanning App to your phone and email the signature to yourself.

Workflow

This guide details the following process:



Clinician - Issuing the eMED3

To issue an eMED3 in Vision 3:

1. From **Consultation Manager**, with the appropriate patient selected, either:
 - Select **Add – MED3**
 - Right click on an entry and select **Create MED3**
 - Right click on any existing **MED3** data entry and select one of the following options:
 - **Create MED3**
 - **Follow-on MED3**
2. Complete the MED3 Doctors Statement in the usual way, see http://help.visionhealth.co.uk/Vision_Consultation_Manager_Help_Centre/Content/ConMgr/eMED3/MED3_-_Adding_a_MED3.htm for details if required.
3. Select **Print Form**.
4. Now, select **Tasks – Add New Task**. Depending on the task management solution you are using, either a **Daybook** or **Vision Tasks New Task** screen displays.
5. Complete the new task with the following details:
 - **To** – Select your admin team
 - **Description** – Please send the eMED3 to patient via email
 - **Comments** – Please attach my signatureComplete other details as per your practice protocols.
6. Close the patient consultation in the usual way.



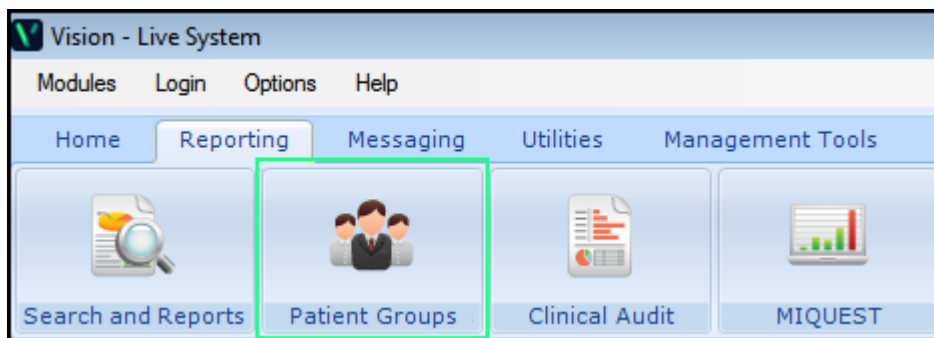
Administrator – Signing and sending an eMED3 electronically



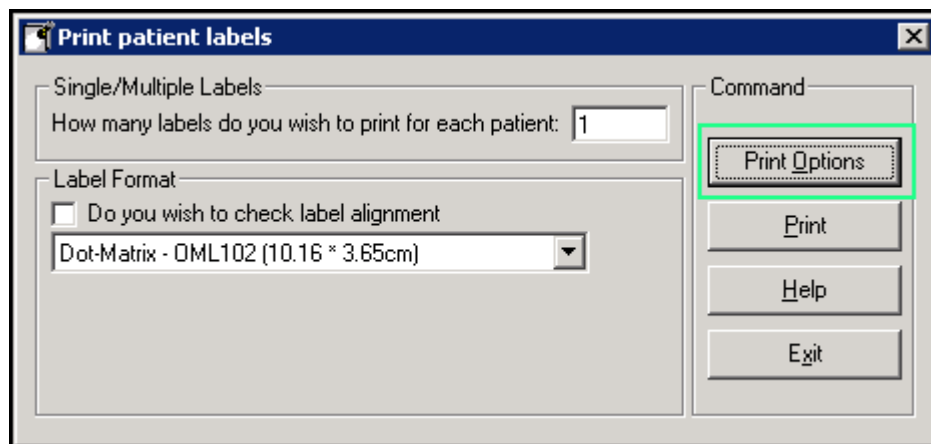
Training Tip – To save time, you may decide to process eMED3s in bulk at the end of your day/shift.

On receipt of a task requesting you add a signature and then email an eMED3:

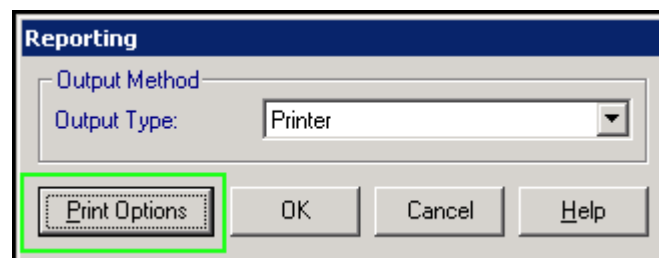
1. From the Vision 3 front screen, select **Reporting – Patient Groups**:



2. Select **Group Applications – Print Labels** and select any of the offered groups, you do not impact the group during this operation.
3. The **Print patient labels** screen displays, select **Print Options**:

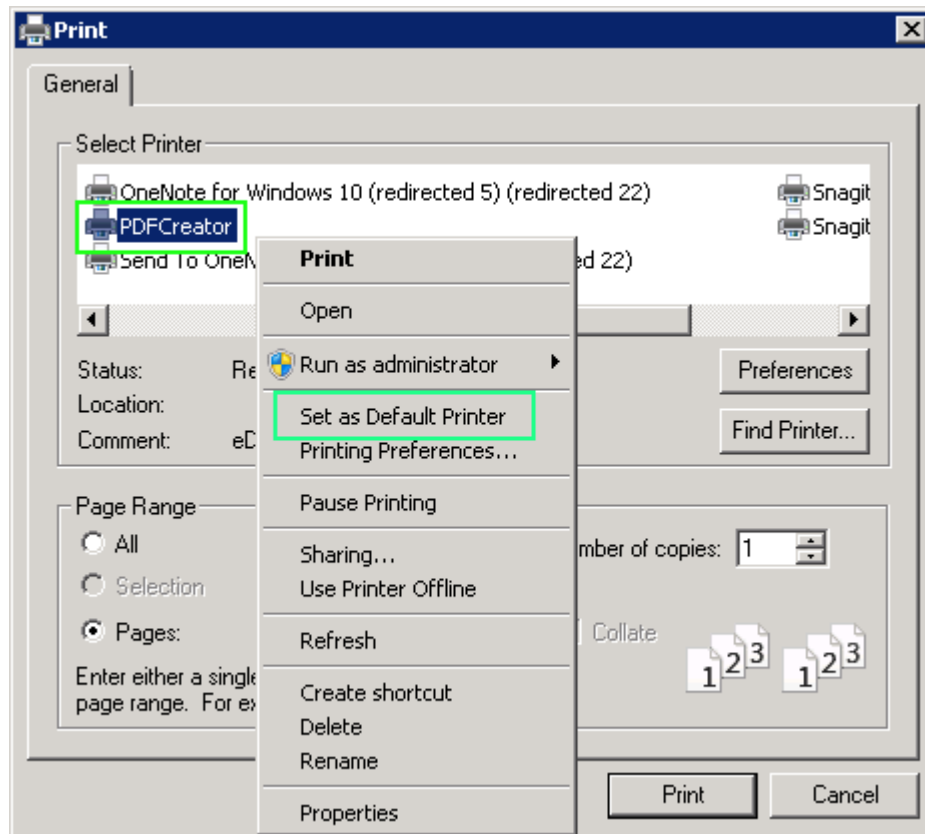


4. The **Reporting** screen displays, select **Print Options**:



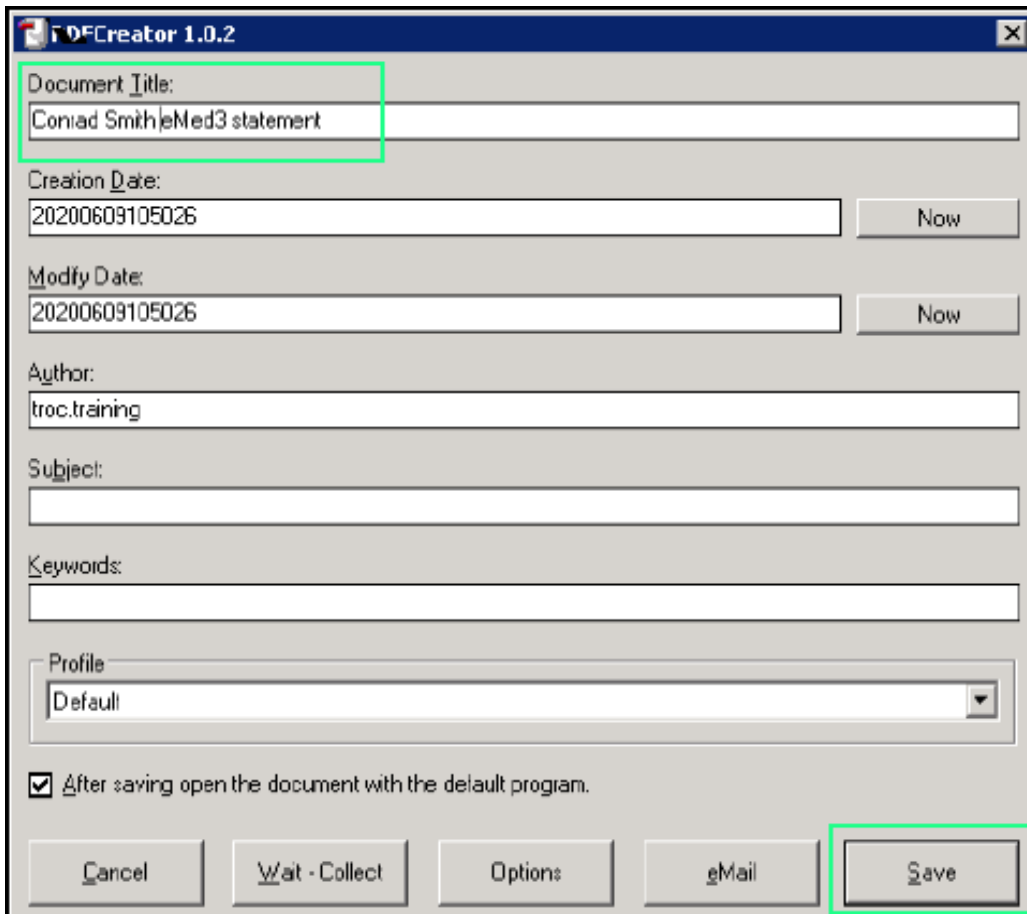
- The **Print** screen displays, locate the **PDFCreator**, right click on it and select **Set as Default Printer**:

 **Note** – You may find it useful to make a note of your default printer before changing to the **PDFCreator** as you will need to change it back at the end of this process.



- Open **Consultation Manager** and select the patient required.
- Locate and right click on the eMED3 that requires emailing.
- Select **Edit** and the **MED3 Doctors Statement – Update** screen displays.
- Select **Print Form**.

10. The PDFCreator screen displays:

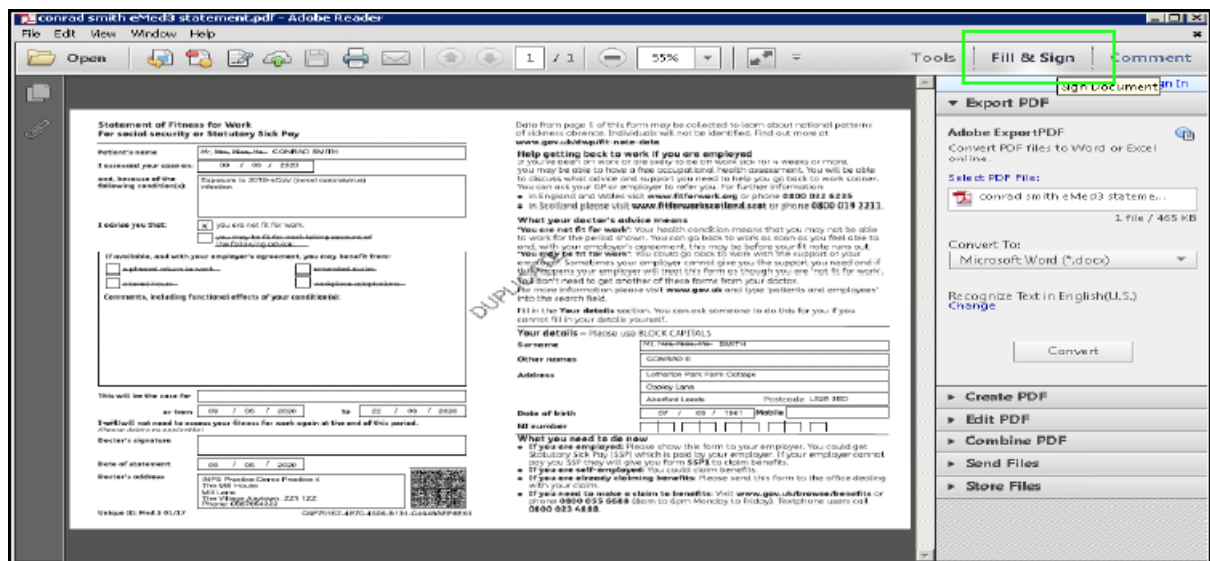


11. In **Document Title**, enter an appropriate title, for example, Patient name - eMED3 – Date.


12. Select **Save**.

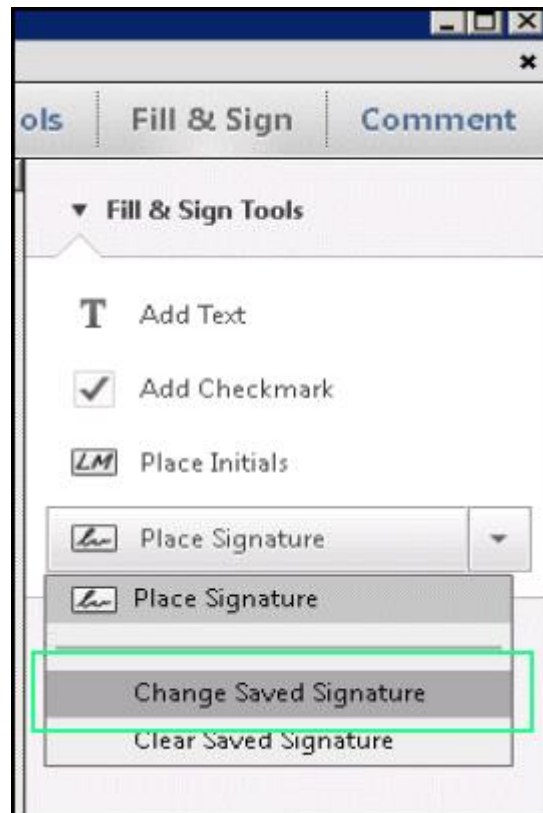
13. The eMED3 displays on its side, right click on the statement and select **Rotate Clockwise** until the statement displays correctly.

14. Select **Fill & Sign**:

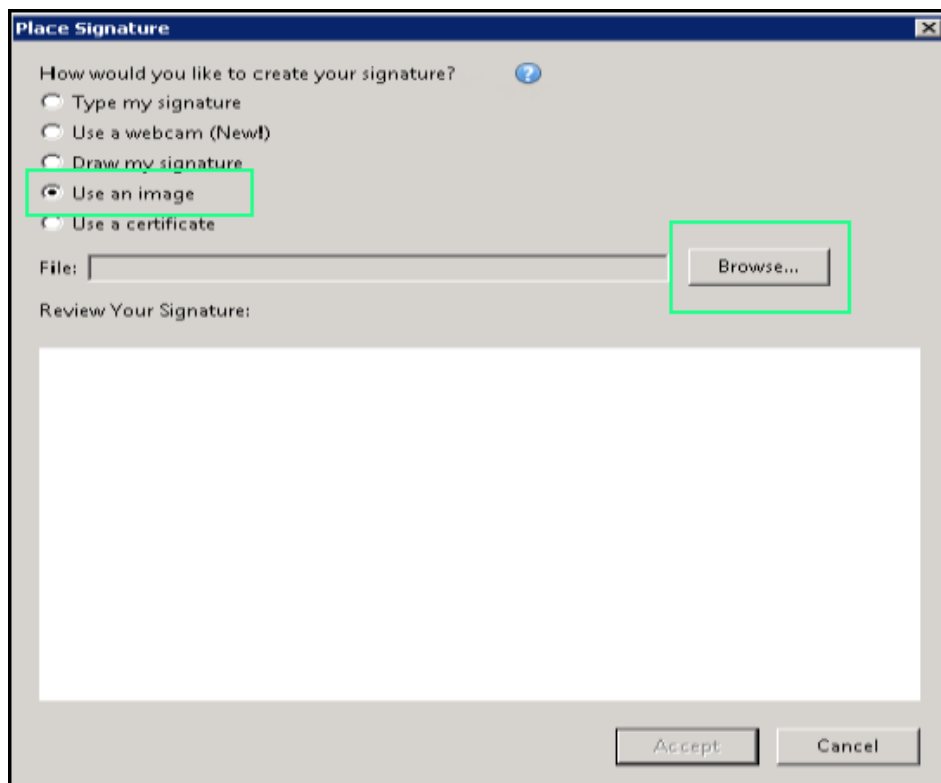


15. From the side menu, select **Place Signature**:

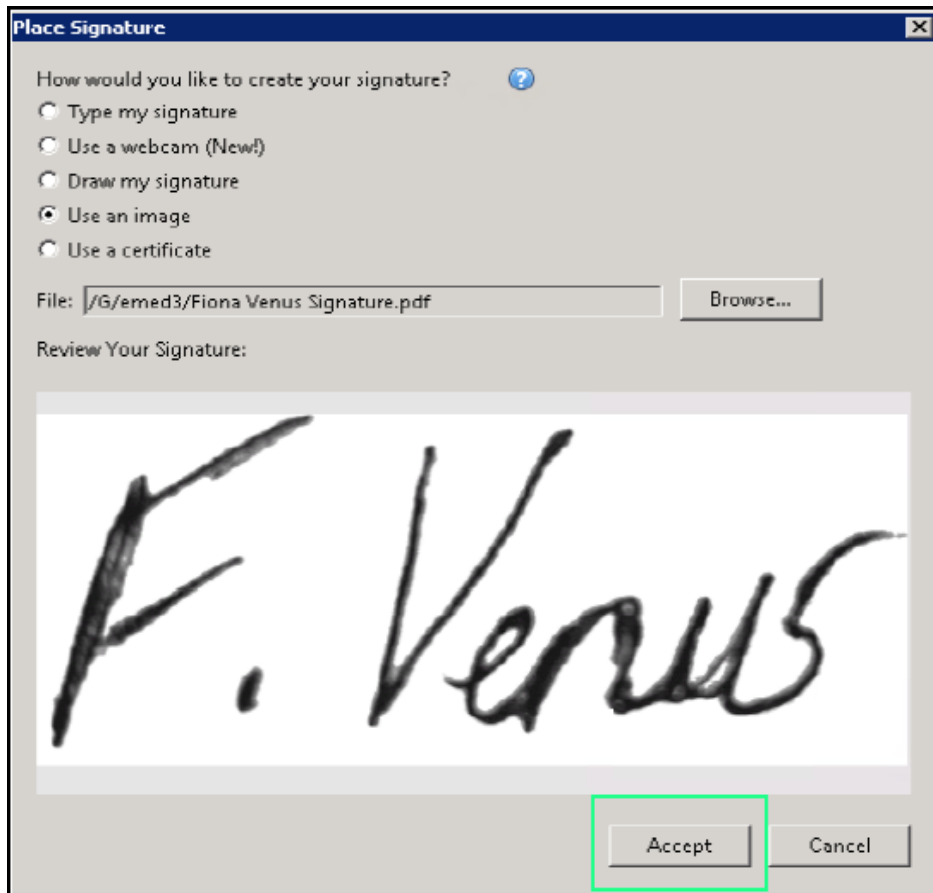
 **Note** - If a signature has already been applied, select **Change Saved Signature** to select a new one if necessary.



16. The **Place Signature** screen displays, select **Use an Image** and then select **Browse** to navigate to where you saved the signature:

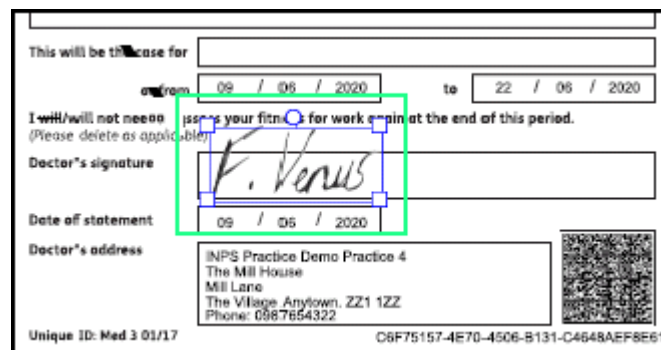



17. Highlight the signature required and select **Open**. The signature displays in **Review Your Signature**:



18. Select **Accept**.

19. Click in **Doctors signature** on the eMED3 and the signature displays, you can use the dots around the signature to resize it:



20. Select **File – Save As** and save the file to a location you can access from your email client.
21. Launch your email client in the usual way and create a new email. Enter the patient's email address, add any text required and select **Attach File**. Navigate to and select the saved eMED3 pdf and select **Send**.
22. Return to **Vision 3 – Consultation Manager** which still displays the PDF eMED3, select **Close** .

23. Return to **Patient Groups** and the **Print** screen still displays, right click on your usual printer and select **Set Default Printer**.
24. Select **Cancel** to cancel the label print.
25. The **Reporting** screen displays, select **Cancel**.
26. The **Print patient labels** screen displays, select **Exit**.
27. If you used **Daybook** or **Vision Tasks** to communicate this request, the task needs to be completed. Double click on the task (Daybook) or the task count (Vision Tasks) to open the relevant application:
 - **Daybook** – The correct task displays, select **Complete** to complete the task, adding any comments required.
 - **Vision Tasks** – Select the appropriate task and from **Options** select **Complete**, adding any activity required.

