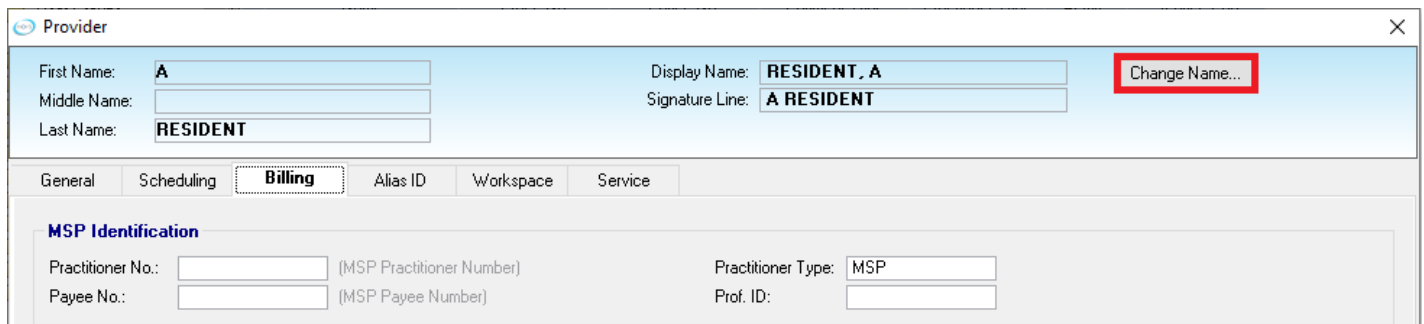


How to Edit the Signature Line

The Signature Line is used to automatically populate the Provider's signature on prescriptions and letter templates. For residents, the signature line should identify the Preceptor the Resident is working for.

To change the Signature Line, go to the Administration Module and select the Provider List folder under the Clinic Management section. Double-click on the Provider whose Signature you would like to edit.



The screenshot shows a 'Provider' window with a 'Billing' tab selected. The 'Signature Line' field is highlighted in red and contains the text 'A RESIDENT'. A 'Change Name...' button is also visible in the top right corner of the window.

First Name:	A	Display Name:	RESIDENT, A	Change Name...
Middle Name:		Signature Line:	A RESIDENT	
Last Name:	RESIDENT			

General | Scheduling | **Billing** | Alias ID | Workspace | Service

MSP Identification

Practitioner No.:		(MSP Practitioner Number)	Practitioner Type:	MSP
Payee No.:		(MSP Payee Number)	Prof. ID:	

Click the “Change Name” button, de-select the checkbox that links the Signature to the name and type in the Signature you would like to see.

e.g. “A Resident for Dr. Smith”

Save your changes and click “Save / Close” on the Primary Provider window.