

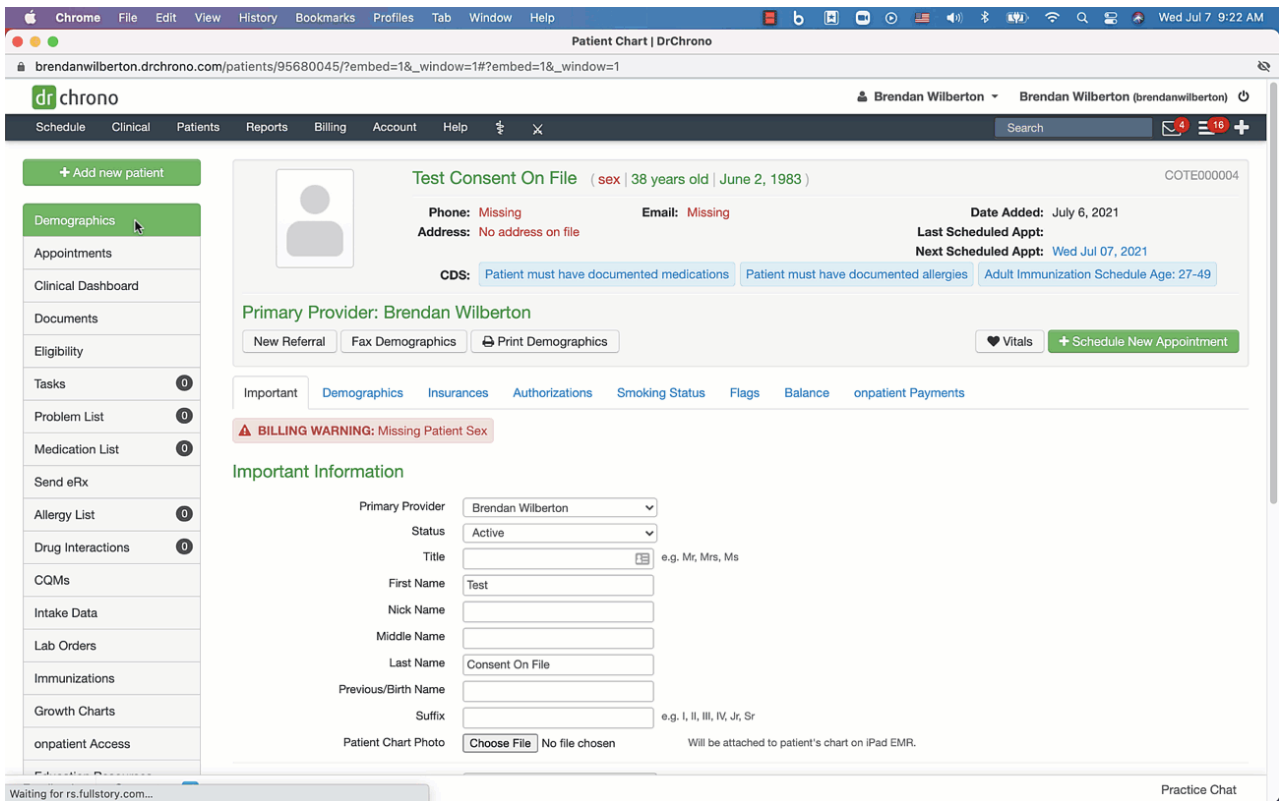
HCFA 1500 Box 12 - How does signature on file get added to a professional claim form?

09/17/2024 2:43 pm EDT

The signature on file, box 12 on the HCFA-1500 form, is populated from the patient chart in two ways: manually or through signing a consent form.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.	
SIGNED _____	DATE _____
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP): MM DD YY QUAL.	15. OTHER DATE QUAL. MM DD YY
READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.	
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.	
SIGNED <u>Signature on File</u>	DATE <u>07/07/2021</u>
14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP): MM DD YY QUAL.	15. OTHER DATE QUAL. MM DD YY

The signature on file can be found in the patient's chart by selecting the **Demographics** section on the left and the **Demographics** tab and scrolling down to the **Miscellaneous** area.



Manually

If a patient has signed a consent form, a provider or staff member can pull up the patient's chart select **Consent On File** from the menu, and **Save Demographics**.

Miscellaneous

Signature On File Consent On File

Default Pharmacy No default pharmacy [Set](#) [Remove](#)

Save Demographics Save & Close

Signing a Consent Form

Patients can sign consent forms through the check-in app or in the OnPatient portal. When a patient signs the **HIPAA Data Use Agreement**, which is included by default in all DrChrono accounts under **Patients > Consent Forms**, during the check-in process, the **Consent On File** selection will automatically save in the patient's chart and populate the HCFA-1500 form.

Consent Forms

Consent forms can be signed on onpatient.com or the [iPad Check-In App](#). Show Archived

Title	Owner	Mandatory? ⓘ	Assigned by Default ⓘ	
⋮ HIPAA Data Use Agreement	Brendan Wilberton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive

Below is an example of signing the consent forms on the check-in app.

The screenshot shows the iPad Check-In App interface. At the top, there is a blue header with a "Staff Unlock" button on the left, the text "Please Hand the iPad to:" in the center, and a "START" button on the right. Below the header, the "Patient Name" field is empty, and the "Onboarding Language" is set to "English" (with "Spanish" as an alternative). A blue link "Test Consent On File" is visible. Underneath, a section titled "Consent forms for this appointment" lists two forms: "No Show Policy" and "HIPAA Data Use Agreement", each with a right-pointing arrow. The bottom half of the screen is filled with horizontal lines, likely representing a signature strip or a list of additional forms.