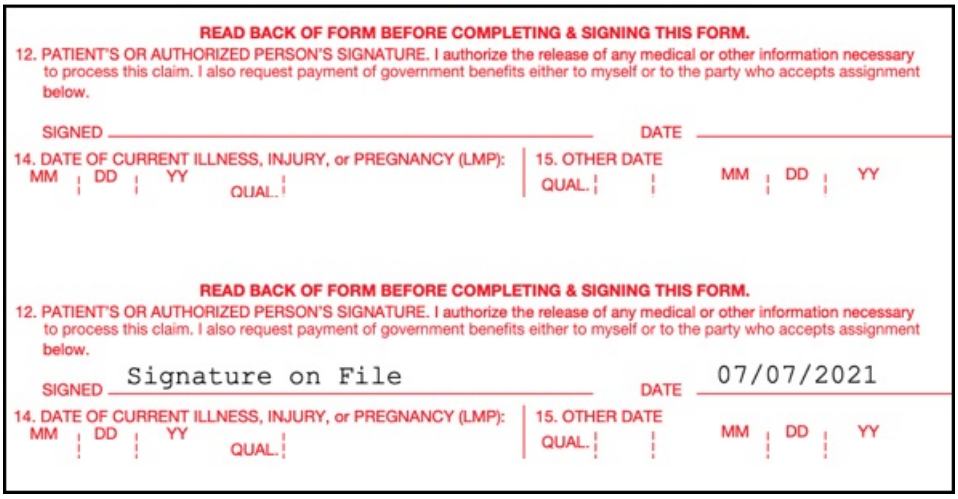
HCFA 1500 Box 12 - How does signature on file get added to a professional claim form?

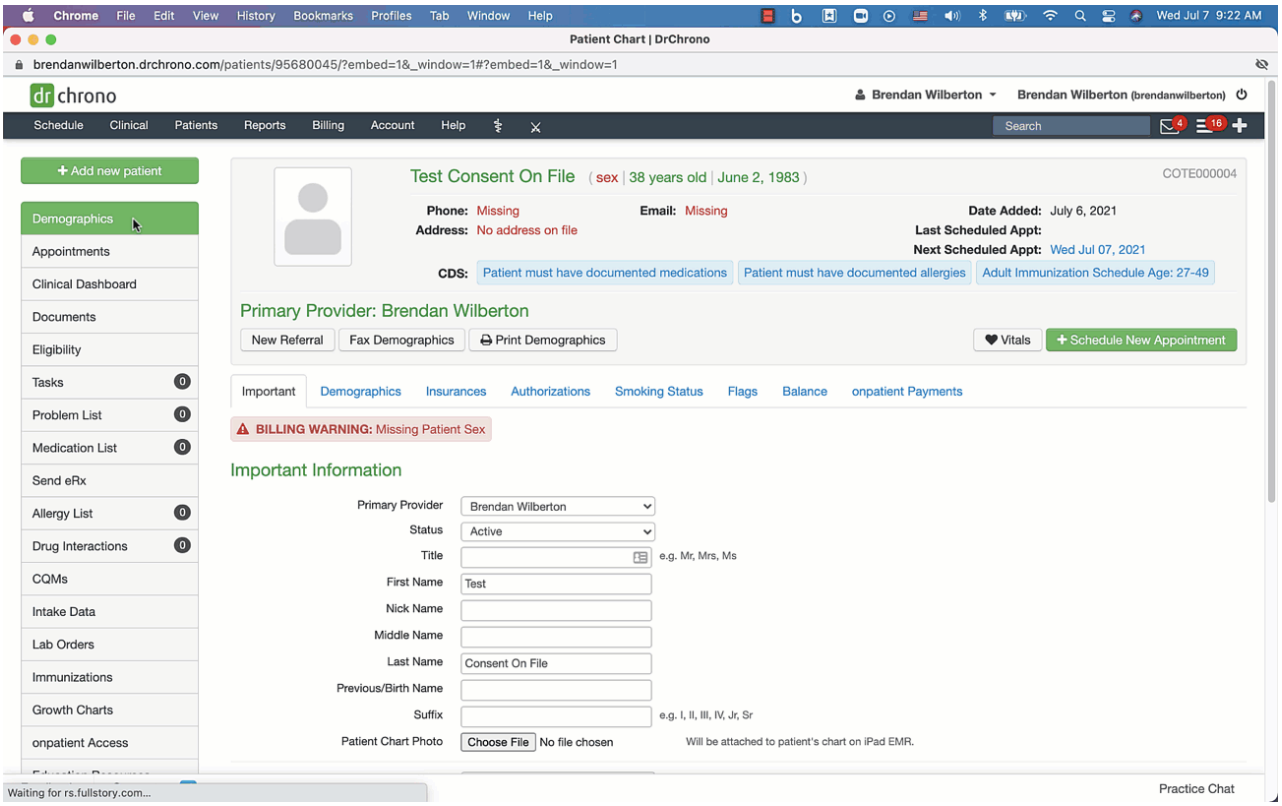
Last modified on 09/28/2026 12:29 pm EDT

The signature on file, box 12 on the HCFA-1500 form, is populated from the patient chart in two ways: manually or by 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

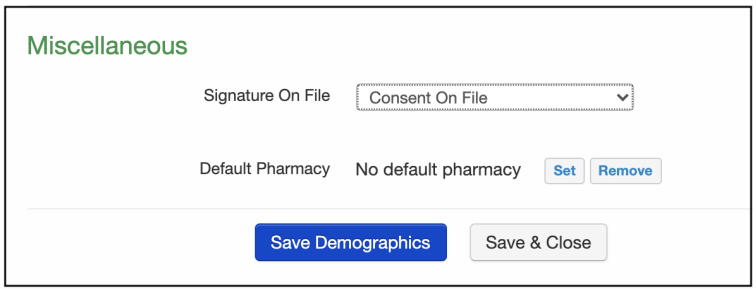
READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.
12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.
SIGNED Signature on File DATE 07/07/2021
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**.

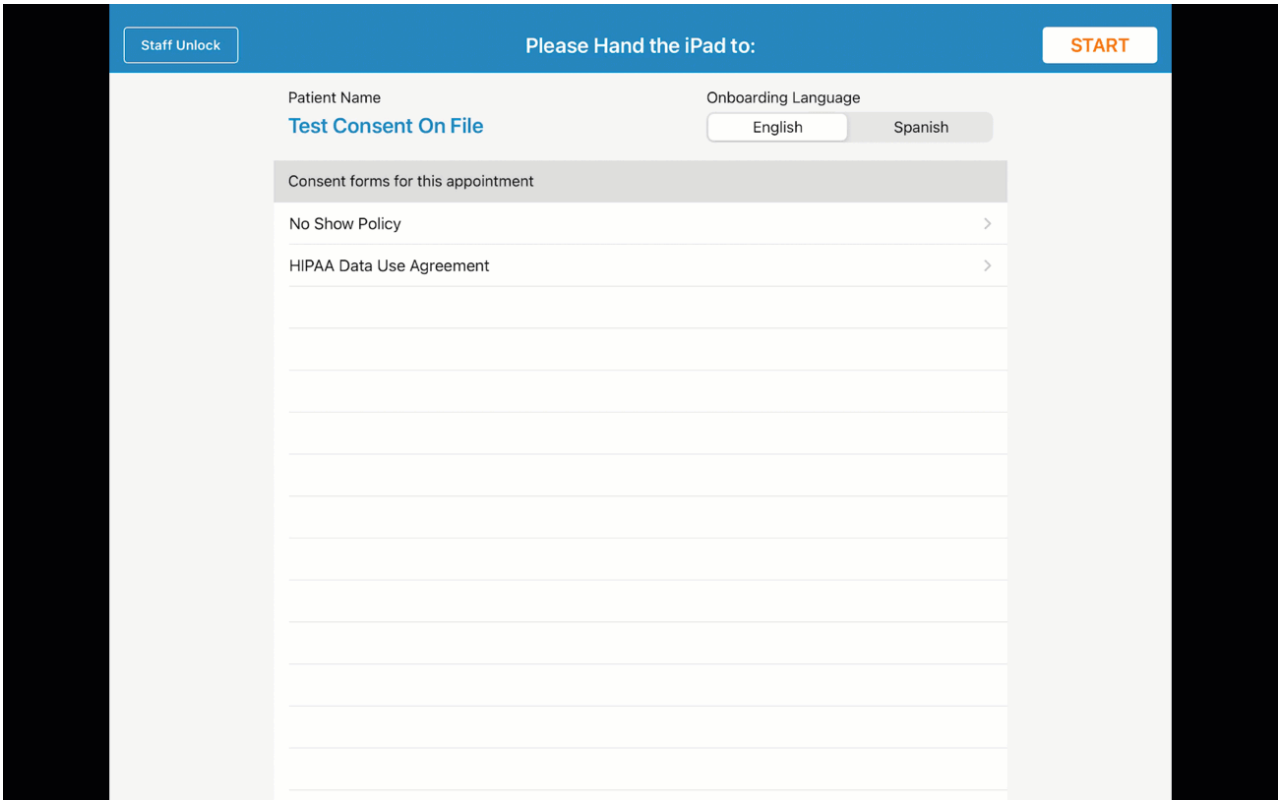


Signing a Consent Form

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.



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


Staff Unlock
Please Hand the iPad to:
START
Patient Name
Test Consent On File
Onboarding Language
English
Spanish
Consent forms for this appointment
No Show Policy
HIPAA Data Use Agreement