

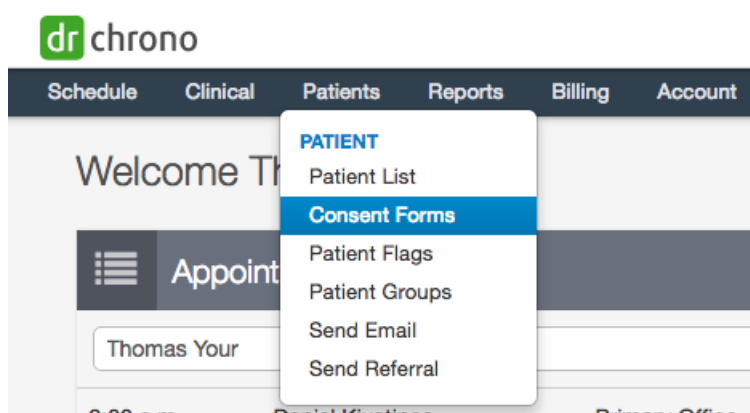
# Adding and Setting Up Consent Forms

07/08/2024 7:54 pm EDT

Consent forms can be uploaded to your DrChrono account for easy association to appointments or for staff accessibility and storage. Our consent form interface is designed to be easily integrated into your practice and can streamline obtaining your patients' consent through the [OnPatient](#) or the [iPad Check-In App](#). This is a quick overview to help get you started.

## Accessing the Consent Form Page

Go to [Patients](#) > [Consent Forms](#).



Upon clicking the Consent Forms link, a page similar to the example will be displayed. Every DrChrono account comes with a three-page HIPAA (Health Insurance Portability and Accountability Act) Data Use Agreement by default. This document explains the data usage and rights associated with laws under HIPAA.

## Consent Forms

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

Title	Owner	Mandatory? ⓘ	Assigned by Default ⓘ
<a href="#">HIPAA Data Use Agreement</a>	Thomas Your	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Requisition Form</a>	Thomas Your	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Add Consent Form

Title for consent form

Require patient to agree

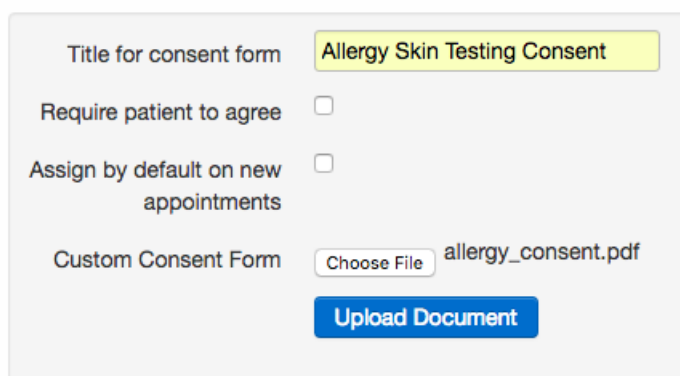
Assign by default on new appointments

Custom Consent Form  No file chosen

## Adding a Consent Form

To add a consent form, scroll to the bottom of the consent form page and fill out the following section. Add **atitle**, select the relevant checkboxes, and then click **Choose File** to browse for the corresponding form. Once you have the selected file, click **Upload Document**.

## Add Consent Form



Title for consent form	<input type="text" value="Allergy Skin Testing Consent"/>
Require patient to agree	<input type="checkbox"/>
Assign by default on new appointments	<input type="checkbox"/>
Custom Consent Form	<input type="button" value="Choose File"/> allergy_consent.pdf

Explanation of CheckBoxes (Also may be viewed when mousing over the information symbol

**i**):

- **Require patient to agree:** Require that a patient must sign the consent form in order to check in for an appointment when using [OnPatient](#) or the [DrChrono iPad Check-In App](#).
- **Assign by default on new appointments:** On *all new appointments*, the consent form will automatically be attached.

**Note:** DrChrono currently only supports .pdf file types for form uploads. To convert your document to PDF, open your document in a word processor (Microsoft Word, Pages, LibreOffice) and select save as PDF in the menu.

### From the Patient Perspective

If you elect to check the 'Require patient to agree' box, your patient will go through the following process while checking in at your office. For more in-depth information, visit our page on [onboarding a patient through the iPad Check-In App](#).

#### Signing consent while onboarding through OnPatient:

1. While using OnPatient, a patient must read through the consent form before signing.

# Consent & Signature

2 unread consent forms		
<input type="checkbox"/>	<a href="#">HIPAA Data Use Agreement</a>	Required
<input type="checkbox"/>	<a href="#">No Show Policy</a>	Required

850ac42f-a26a-4ac4-ab63-35eac3f4f93e.pdf 1 / 1 | - 100% + | [Download] [Print] [More]

### No-Show and Cancellation Policy

Please understand that our appointment times are scheduled to allow us to take care of each individual patient's needs during the patient's visit. Since appointments with Bridgeport Laser & Wellness Center are in high demand, we value advance notice from our patients who are unable to keep their scheduled appointments.

In an effort to decrease unnecessary costs and to contain our fees, we maintain a No Show/Cancellation Policy for all our patients. To promote efficient access to our clinic, we require that any appointment that is no longer needed or unable to be kept must be cancelled more than 24 hours in advance. Cancellations must be made between 10 a.m. and 6 p.m. on workdays at least one full business day before the scheduled appointment. Cancellations must be done over the telephone by speaking directly to one of our scheduling professionals. Patients will not be charged for an office visit if cancellation is made 24 business hours before their appointment.


In the event an appointment is missed or cancelled with less than 24 hours' notice or no notice, a \$75 charge will be billed. If a second no-show or same day cancellation occurs, we reserve

2. After the document is marked as read, the patient may sign and finish the check-in process.

# Consent & Signature

2 unsigned consent forms		
<input checked="" type="checkbox"/>	<a href="#">HIPAA Data Use Agreement</a>	Required
<input checked="" type="checkbox"/>	<a href="#">No Show Policy</a>	Required

**Sign 2 consent forms** Draw your signature here



## Signing consent while onboarding through the DrChrono iPad Check-In App:

1. The patient will be required to read and sign all mandatory consent forms before being allowed to check-in.

Home Back **Consent & Signature** Finish

2 Consent Forms Unread

<input type="checkbox"/>	HIPAA Data Use Agreement	Required
<input type="checkbox"/>	Requisition Form	Required

2. The patient may view and sign the consent forms by tapping one of the required forms.

Tap 'Read and Consent' when done

✓ Read & Consent

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

For more information on Consent forms, see our articles:

[Adding Consent Forms to an Appointment Profile](#)

[Attaching a Consent Form to an Appointment](#)

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