

How to sign patient forms on Efunding

Step 1: First, make sure all the required fields are complete for the eval (it should state 100%):

SLP EVAL	100%
<u>Demographics</u>	100%
Communication Impairment	100%
Daily Communication Needs	100%
Communication Goals	100%
Rationale Device Selection	100%
Evaluation Trials	100%
Treatment Plan	100%

Step 2: Once those are complete, click into “Final Steps” on the right-hand side of the webpage:

FINAL STEPS	16%
<u>Files</u>	0%
Signatures	33%

Step 3: Next, click into “Signatures.” The webpage will look like this:

Final Steps - Signatures

Document

Client Information Form	CLICK HERE TO SIGN DOCUMENT
Release of Benefits	CLICK HERE TO SIGN DOCUMENT
SLP Evaluation	Waiting for kelsey.seymour@tobii-dynavox.com to sign. CLICK HERE TO SIGN DOCUMENT

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Step 4: Click the button next to the document that you are signing (for example Release of benefits) that says, “Click Here to Sign Document”.

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Step 5: A pop up will appear – Update the drop down to who will be signing the release, then click Sign document

Either end user, parent, spouse, legal guardian, or POA.

Who will be signing this document? Parent - JAIME DAWSON (suebpdaw@yal) ▾
Will a witness also be signing? No ▾

This document must be signed by someone with the authority to release the medical information of the client, and authorize insurance payments on the client's behalf. If that person is unable to make a signature, a witness is also required to sign.

Who will be signing this document? Parent - JAIME DAWSON (suebpdaw@yal) ▾
Will a witness also be signing? No ▾

[CLOSE](#) [SIGN DOCUMENT](#)

Step 6: Pop up will appear, explaining how to sign the form. Once you read it, simply click I understand, let me sign it

You aren't done yet!

Clicking the button below will open a document that requires your signature (it will open in a new window). Clicking the icon on the left side of the document will automatically scroll to the location where you can sign.



Then click the signature field.

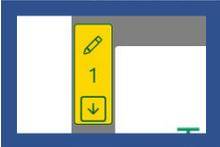


After signing, you must click the "Confirm" button to complete the signature process.

[I UNDERSTAND, LET ME SIGN IT](#)

Step 7. The release will generate. Click yellow pencil

BenefitsRelease.pdf



Tobii Dynavox - Lifetime Release & Assignment of Benefits Payment Agreement

(must be completed & returned)

I authorize the release of any medical or other information necessary for determining benefits payable for equipment or services and processing claims by the Centers for Medicare & Medicaid Services, my insurance carrier and any other medical/insurance entity. I understand that on occasion, funding or reimbursement barriers are encountered. Tobii Dynavox works in conjunction with Disability law Centers on behalf of customers to overcome these barriers to ensure that funding is obtained. I hereby authorize, if necessary, Tobii Dynavox to release information related to my claim for funding to these Disability Law Centers.

I authorize payment of insurance benefits, including Medicare if applicable, be made either to me or on my behalf to Tobii Dynavox for any equipment or services provided to me. Should I receive payment directly from the insurance company, I agree to forward the check and "Explanation of Benefits" to Tobii Dynavox within 10 days of receipt. I understand that the check and explanation are due to Tobii Dynavox in order to credit my account. If I fail to provide this information, I understand that I will be held legally responsible for payment in full for all equipment or services which have been provided by Tobii Dynavox.

I understand that I am financially responsible to Tobii Dynavox for any charges not covered by health care benefits. I agree to notify Tobii Dynavox

Step 8: Click "Click to Sign"

BenefitsRelease.pdf



Client Name (User): MULTIPLE SIGNATURES

Signature of Client/Insured/Legal Guardian/Power of Attorney Click to Sign

Relationship to Client: Self ___ Parent Spouse ___ Guardian/POA ___ Date: _____

(MUST BE SIGNED, HAVE RELATIONSHIP, AND BE DATED TO BE VALID. ONLY RESPONSIBLE PARTY CAN SIGN!)

Witness Signature (valid with client mark only): _____ Date: _____

Relationship to Client: _____ Date: _____

(ONLY REQUIRED WHEN POA/LEGAL GUARDIAN/CLIENT'S SIGNATURE IS UNREADABLE, CLIENT USED A MARK, OR STAMP WAS USED)

Step 9: A Signature box will appear

Sign below



You can either draw your signature using your mouse (or using your finger on a touchscreen), or you can type your signature with your keyboard.

Draw

Type

Clear signature

Cancel

Apply Signature

You can use your mouse to sign. Click Apply Signature

Step 10: Click confirm signature and it is now signed.

Confirm

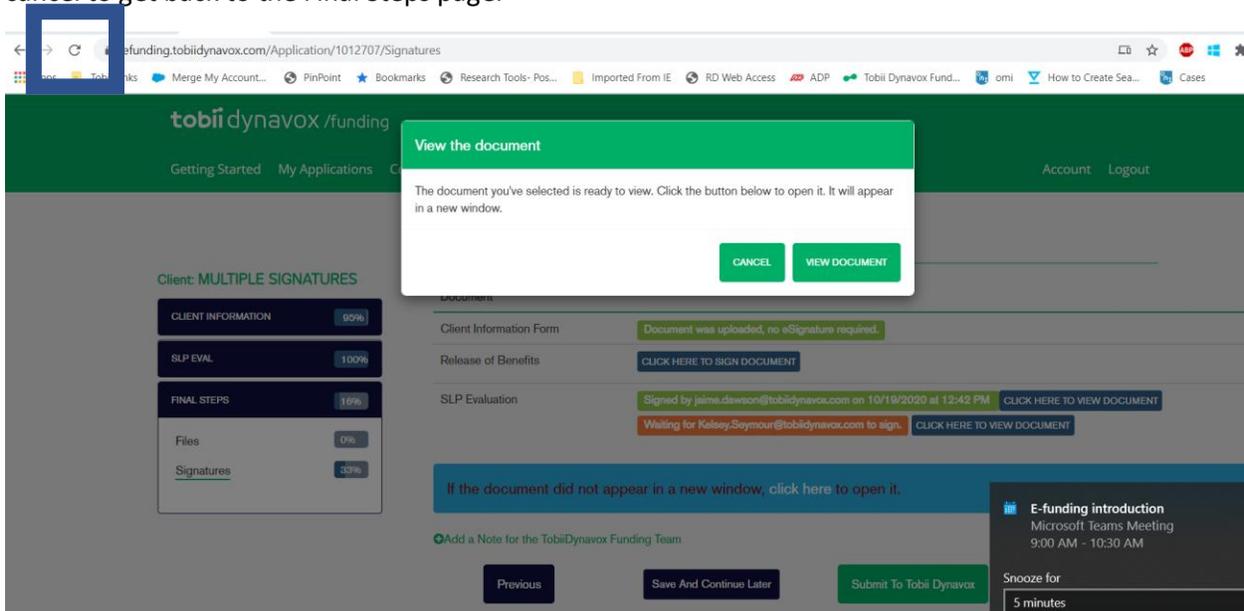


You have filled out all the fields. Click the confirm button to submit the completed document.

Cancel

Confirm

Step 11: Once the confirm button is hit, you are in a new window, simply go back to the previous window, Click the refresh button for the page. You can either view the release you just signed or hit cancel to get back to the Final Steps page.



Step 12: Then you can either hit Save and Continue Later (if not ready to submit) or “Submit to Tobii Dynavox”:

