

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

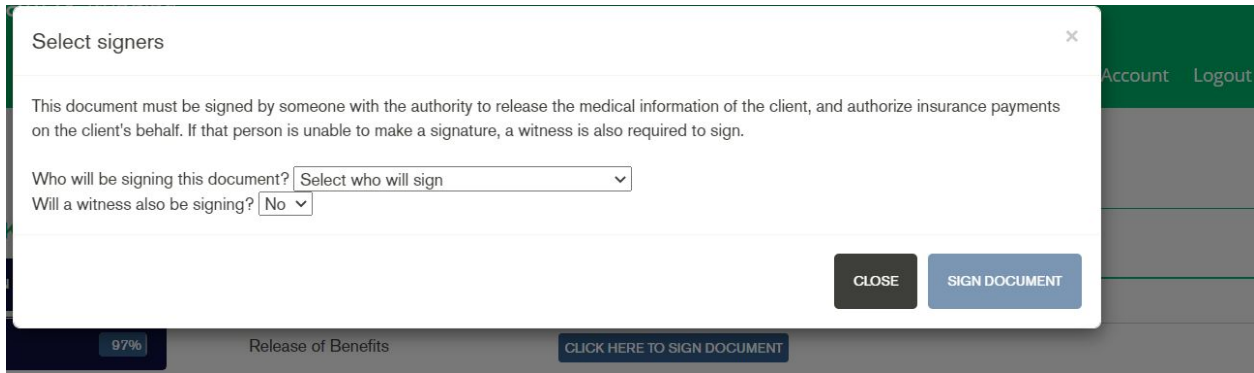
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Step 4: Click the button next to the document that you are signing (for example Release of benefits) that says, “Click Here to Sign Document”.

Updated 6/4/2020 jsd

Step 5: A pop up will appear – Update the drop down to who will be signing the release



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 ▼

Step 6: Click Sign Document



Step 7: You will get another POP up with instructions on how to sign, simply click I understand, Let me sign it.



The document on this page requires your signature. 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.



Step 8: Scroll down and select the arrow on the left hand side.

TOBII DYNAVOX - Lifetime Release & 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 by the Centers for Medicare & Medicaid Services, my insurance carrier and any other medical/insurance entity, or reimbursement barriers are encountered. Tobii Dynavox works in conjunction with Disability law Centers on barriers to ensure that funding is obtained. I hereby authorize, if necessary, Tobii Dynavox to release information to these Disability Law Centers.

I authorize payment of insurance benefits, including Medicare if applicable, be made either to me or on my behalf or services provided to me. Should I receive payment directly from the insurance company, I agree to forward that payment to Tobii Dynavox within 10 days of receipt. I understand that the check and explanation are due to Tobii Dynavox if the submitted claims, or any part of them, are denied for payment.

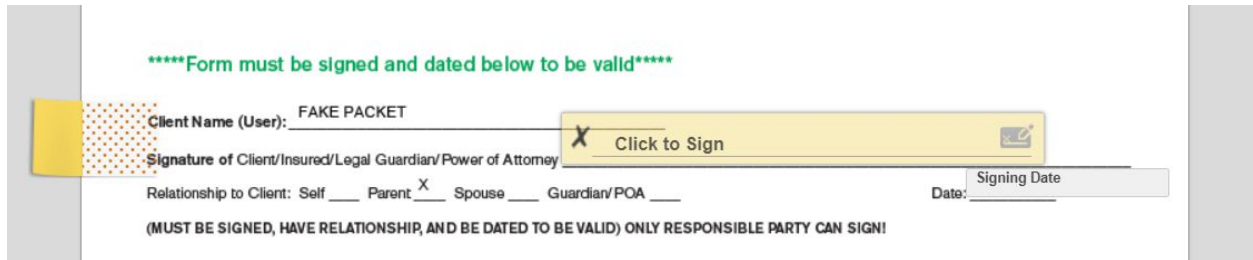
I understand that I am financially responsible to Tobii Dynavox for any charges not covered by health care benefits of any changes in my health care insurance coverage. In some cases, exact insurance benefits cannot be determined until the insurer receives the claim. I understand that I am responsible for the entire bill or balance of the bill as determined by the insurer if the submitted claims, or any part of them, are denied for payment.

I understand that by signing this form, I am accepting financial responsibility as explained above for all payments made to Tobii Dynavox.

THIS DOES NOT APPLY WHEN MEDICARE DETERMINES THE BALANCE TO BE THE CONTRACTOR'S RESPONSIBILITY.

I have read and understand the Tobii Dynavox Return Policy, Patient Bill of Rights and Responsibilities, and the Tobii Dynavox Supplier Standards, per DMEPOS, and the Tobii Dynavox Grievance or Complaint with the Contractor.

Step 6: Click “Click to Sign”



****Form must be signed and dated below to be valid****

Client Name (User): FAKE PACKET

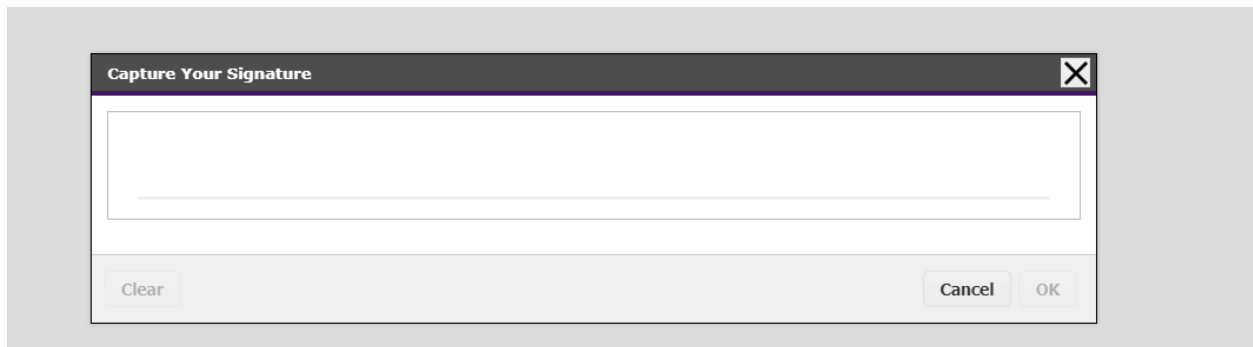
Signature of Client/Insured/Legal Guardian/Power of Attorney **X** Click to Sign

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

Date: Signing Date

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

Step 7: A Signature box will appear



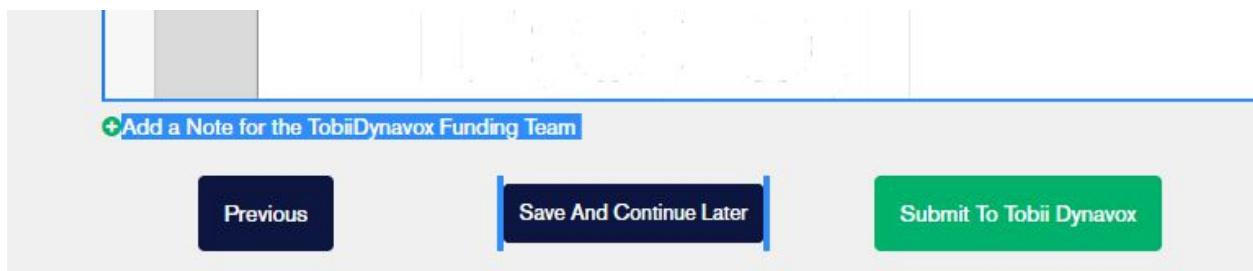
Capture Your Signature

Clear Cancel OK

You can use your mouse to sign. Click OK

Step 7: Click OK to confirm signature and it is now signed.

Step 8: Then you can either hit Save and Continue Later (if not ready to submit) or “Submit to Tobii Dynavox”:



+ Add a Note for the TobiiDynavox Funding Team

Previous Save And Continue Later Submit To Tobii Dynavox