



Patient Dashboard: How to Complete Signature Forms



1. Click **Go** button on Notification that says "You have some Unsigned Patient Forms."
2. Unsigned Forms window will pop up.
3. Review Forms or Complete with requested information & Select "I've read and accept this form" for each subsequent form.

Carolina Pediatric Therapy Patient Portal

Testing IntakeWaitlist (Logged in as Summer McMurry)

Change Account: Testing IntakeWaitlist Time: 23:38:07

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ATTENDANCE & COMMUNICATION POLICY
Effective October 15, 2022

This Policy Notice is a reminder of:

- The importance of consistent attendance to your child's progress.
- The importance of consistent & timely communication with us about your schedule & plans that may affect your child's attendance.
- The importance of family readiness for and commitment to the therapeutic process.
- The consideration of the therapists who plan and reserve space in their schedules for your child.
- The consideration of those in our community who are waiting for care.

This Policy Notice is also to help you understand the reason for this attendance policy and our expectations of communication about your schedule.

Review the policy thoroughly and communicate with our office consistently about your plans should an appointment need to be rescheduled.

Our Expectations of your child's Attendance and Communication with us about your child's schedule:
Ideally, your child attends all of their scheduled/reserved sessions. However, to allow for unexpected life events of patients and therapists, our attendance policy is that **your child may miss no more than two (2) sessions each treatment plan cycle without rescheduling.**

To protect our providers' time and ensure your child makes progress:

- More than two missed appointments without rescheduling a make-up visit will result in dismissal from therapy and penalty fee charged.
- Reschedules may need to be with another team therapist if your child's primary therapist does not have a spot to reschedule, with the exception of some behavioral health appointment types.
- Missing an appointment without prior communication (no show) is grounds for immediate dismissal from services and referral back to your child's primary care provider.
- No Shows will result in a communication non-compliance penalty fee charged.

Print

I've read and accept this form

no new messages

Message the Office

Go Dismiss

Go Dismiss

Go Dismiss

Go Dismiss

Go Dismiss

***Notifications: Unsigned Forms**



Patient Dashboard: How to Complete Signature Forms



1. After final form has been acknowledged,
Add YOUR Electronic Signature on File

IMPORTANT: This should be **YOUR name** as the signer and Authorized Representative/Parent/Legal Guardian of the child. This Should NOT be the child's name. Children cannot sign consent forms.

2. Click the **Finish & Save** button

The screenshot shows a web form titled "Signature" with a back arrow and a menu icon in the top left. Below the title is a "Signer Name" field containing the text "Type Testing Parent Name". A grey arrow labeled "1" points to this field. Below the name field is a section titled "Electronic Signature" with a blue underline. Inside this section is a paragraph of text: "I am electronically signing these forms that I have marked as accepted and acknowledging that I have read the forms and agree to the terms and conditions, and warrant that all the information that I supplied on these forms is true, accurate, current and complete. I confirm that I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature." At the bottom of the form is a "Finish & Save" button with a floppy disk icon. A grey arrow labeled "2" points to this button.

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