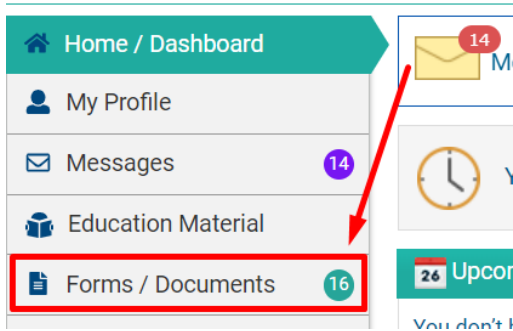


## HOW TO: SIGN PORTAL DOCUMENTS & FORMS

Step 1: on the left toolbar, click "Forms / Documents".

### Complete Mind Care LLC



Step 2: A list of forms that are available to you will appear. Individually click on each form, review and sign.

CMC Client Insurance Form	01/03/2023		
HIPPA Auth for Release of Records	01/03/2023		
Medicare Advanced Beneficiary Notice (ABN)	01/03/2023		
Revocation of HIPAA	01/03/2023		
Consent for Tx - Therapy Med Man	01/03/2023	The date/time	01/03/2023 03:28 PM
Financial Policy	01/03/2023	indicates when the form was SUBMITTED	01/20/2023 02:43 PM
Notice of Privacy Practices	01/03/2023		01/03/2023 03:30 PM

Step 3: after you reviewed the form, scroll down to the bottom and sign.

PATIENT/PARENT OR GUARDIAN SIGNATURE:

Date: 01/27/2023

\*\* Click Save if you only want to save the changes and not to submit.

To sign:

Signature

Manual  Type  To free-hand sign

Accept  Browse  Clear  Click "accept" to complete task"

OR

Signature

Manual  Type  Type your name and it transform to a signature

Minnie Mouse  Type name here

Vladimir Script

Accept  Clear  Click "accept" to save