
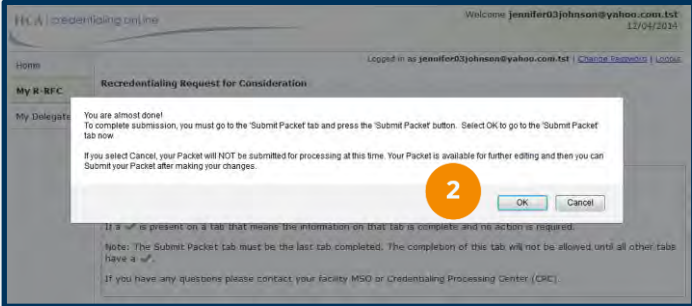
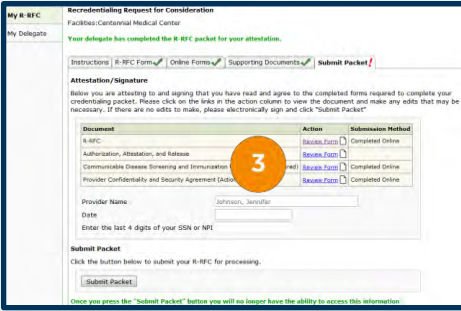
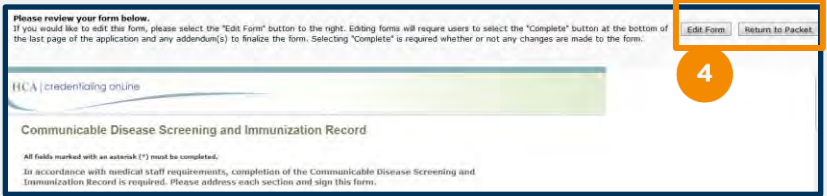
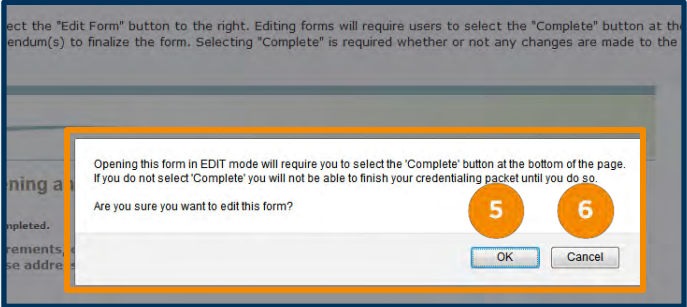
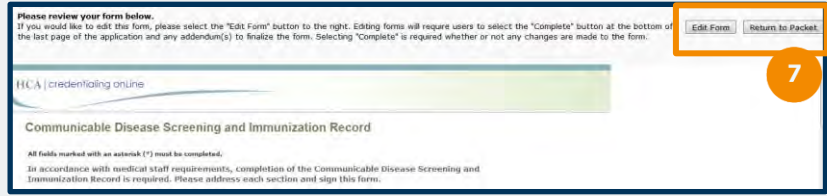


The purpose of this job aid is to provide step by step instructions for a provider with a delegate when completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:								
1. Select the Facility .	This allows the provider to select the appropriate facility.	 <table border="1" data-bbox="1155 525 1638 572"> <thead> <tr> <th>Facility</th> <th>Type</th> <th>Status</th> <th>Last Updated</th> </tr> </thead> <tbody> <tr> <td>Centennial Medical Center</td> <td>R-RFC</td> <td>Pending Provider Submission</td> <td>12/04/2014 07:17:33 PM</td> </tr> </tbody> </table>	Facility	Type	Status	Last Updated	Centennial Medical Center	R-RFC	Pending Provider Submission	12/04/2014 07:17:33 PM
Facility	Type	Status	Last Updated							
Centennial Medical Center	R-RFC	Pending Provider Submission	12/04/2014 07:17:33 PM							
2. Click Ok .	The pop-up message advises you that the process is almost complete and the data entered by the delegate can be reviewed.									
3. Select and view any of the forms you wish to validate for accuracy.	<p>This tab allows the provider to review all entries made by the delegate by selecting each form individually.</p> <p>Note: This will also be the Signature Tab to submit packet at the end.</p>									

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PROCESS:	DETAILS:	SCREEN SHOT:
<p>4. Select Edit Form or Return to Packet.</p> <p>In this example, Edit Form has been selected.</p>	<p>If you select Review Form, you have two options available: Edit Form or Return to Packet.</p>	
<p>5. Click Ok to continue with edits.</p> <p>6. Click Cancel to return to previous page.</p>	<p>If you select Edit Form, a pop-up appears advising that you will have to click Complete again.</p>	
<p>7. If you do not wish to make any edits, click Return to Packet.</p>	<p>This allows you to exit without making edits.</p>	

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PROCESS:	DETAILS:	SCREEN SHOT:
<p>The Submit Packet screen reappears.</p>	<p>This returns you to the Submit Packet tab to continue processing.</p>	
<p>8. Click Complete.</p>	<p>This will finalize the packet, allowing you to electronically sign.</p> <p>Note: If you choose Close after selecting edit, the form will not be completed and the green checkmark will be removed from the tab. You will not be able to sign on the Submit Packet tab.</p>	
<p>9. Click Ok.</p>	<p>This pop-up advises you that the process is almost complete.</p>	

The purpose of this job aid is to provide step by step instructions for a provider with a delegate when completing the one stop signature process.

PROCESS:	DETAILS:	SCREEN SHOT:
<p>10. Enter the last 4 digits of your SSN or NPI.</p> <p>11. Click Submit Packet.</p>	<p>This is the final signature on the packet.</p> <p>Notes:</p> <ul style="list-style-type: none"> The date will populate once you enter the last 4 digits of your SSN. You can no longer use your full SSN to validate your identity. It must be the last four digits of your SSN or the NPI. 	
<p><i>Confirmation page appears.</i></p>	<p>The message reads: Your packet has been submitted for processing.</p>	
<p>12. Click Ok.</p>	<p>If you enter the incorrect SSN, a message will appear that reads: The last 4 digits of the SSN or NPI did not match the user's data. Please try again.</p>	