



Tip Sheet – Sign & Submit Forms- Android

- Mobile devices can be used to sign and submit forms – To do so you must download the Adobe Acrobat Reader app 
- The app can be downloaded for free from Google Play 

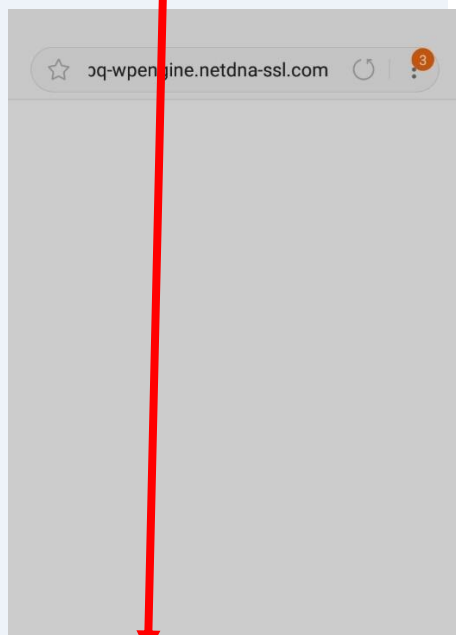
Step 1 – Select the Form –

Click the name of the Form you would like to complete and sign on the website.

- Consent for Telehealth
- Consent for Treatment
- Financial Agreement
- Release of Information (ROI)

Step 2 – Download the Form

Select the Adobe Acrobat icon to open the form in Adobe.



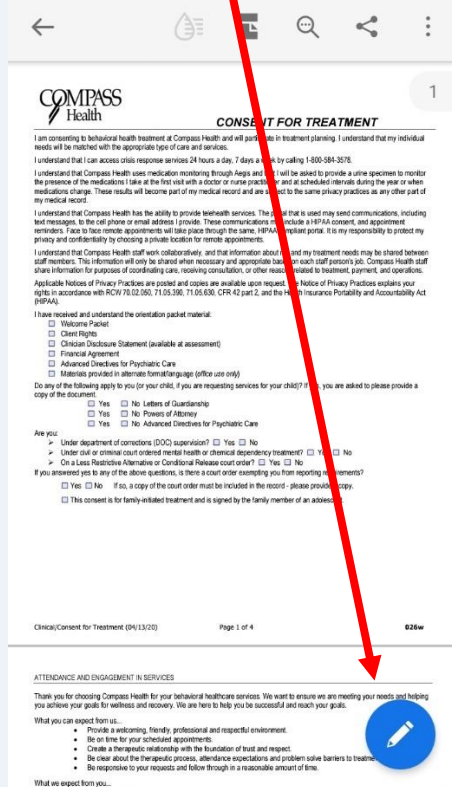
Select an action

Adobe Acrobat

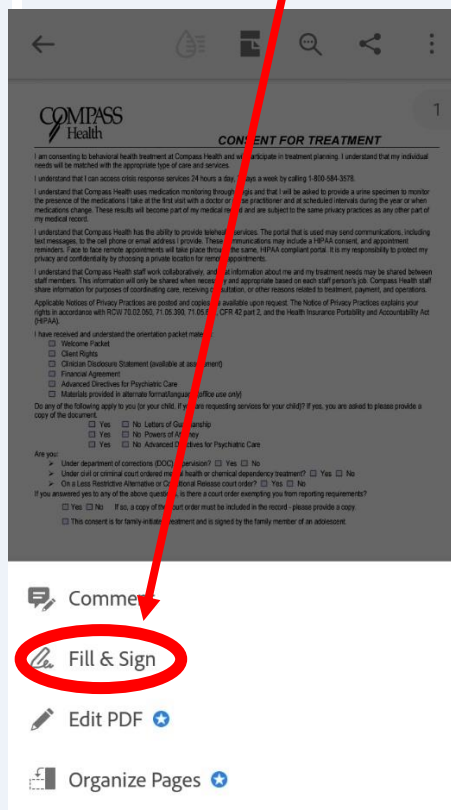
Downloads

Step 3 – Open the Form

Select the blue icon to edit the form.

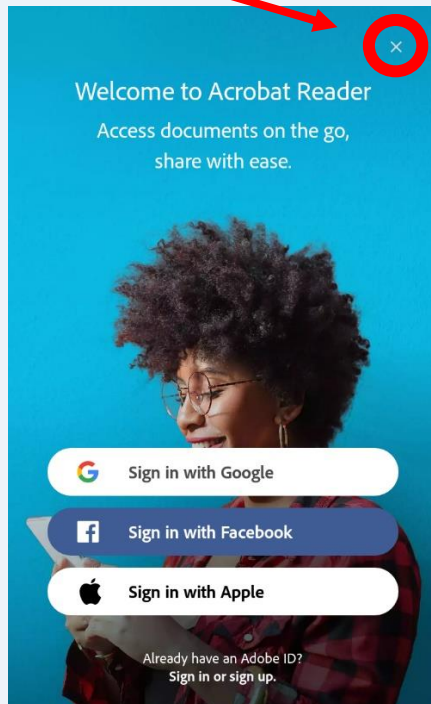


Step 4 – Select Fill & Sign



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You may encounter a pop-up screen: It will ask you to sign in using either Google, Facebook, or Apple. Instead click the X icon in the upper right-hand corner to bypass this popup



Step 5 - Fill in the Form - Fill in the form by clicking the check boxes and the blue text boxes.

This Authorization is effective (date):

Step 6 – Apply your signature –

After you have completed the form and you are ready to sign it select the icon in the middle of the bottom of the screen. Then select “Create Signature”

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Draw your signature on the screen.

Click the word 'Clear' on the bottom right-hand corner to erase any mistakes. When satisfied with the result select 'Done' in the upper right-hand corner.



Tap the form to place the signature on the signature line. You can change the size of your signature by moving the blue icon.

Note: When you save a form with a signature or initials, you will no longer be able to edit the form.

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Step 7 – Add the Date - To add the date to your signature, click on the sign icon and select create initials.

The image shows two screenshots of a consent form. A red arrow points from the 'Create Initials' button in the bottom right of the first screenshot to the 'Create Initials' button in the bottom right of the second screenshot. The first screenshot shows the form with a signature and a date line. The second screenshot shows the form with a signature and a date line, and a red circle around the 'Create Initials' button.

Draw the date, select done and tap on the date line to place the date.

The image shows a screenshot of the date drawing interface. A red circle is around the 'DONE' button. Below the date line, the date '4-21-20' is drawn. The 'Clear' button is also visible.

You can change the size of the date by moving the blue icon.

The image shows a screenshot of the date drawing interface. A red arrow points to a blue icon that can be used to change the size of the date. The date '4-21-20' is drawn.

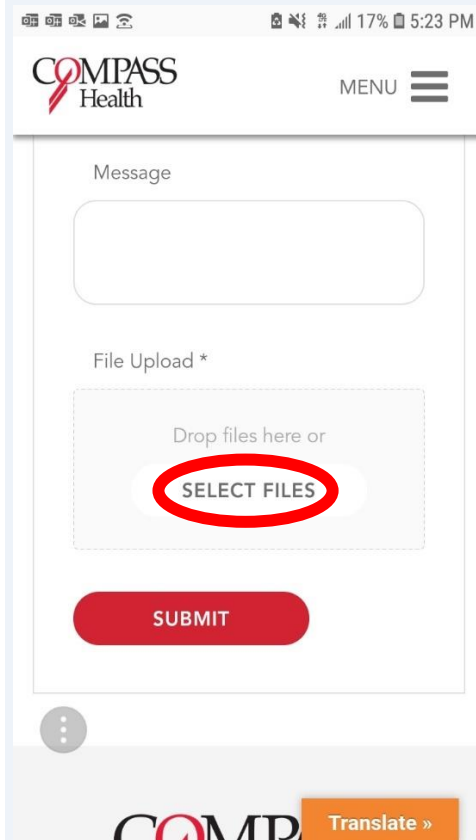
Click the Checkmark in the top left-hand corner when ready to save the form.

The image shows a screenshot of the form. A red circle is around the checkmark icon in the top left-hand corner. The form is titled 'Clinical Consent for Treatment (04/13/20)' and 'Page 2 of 4'. The date '4-21-20' is drawn.

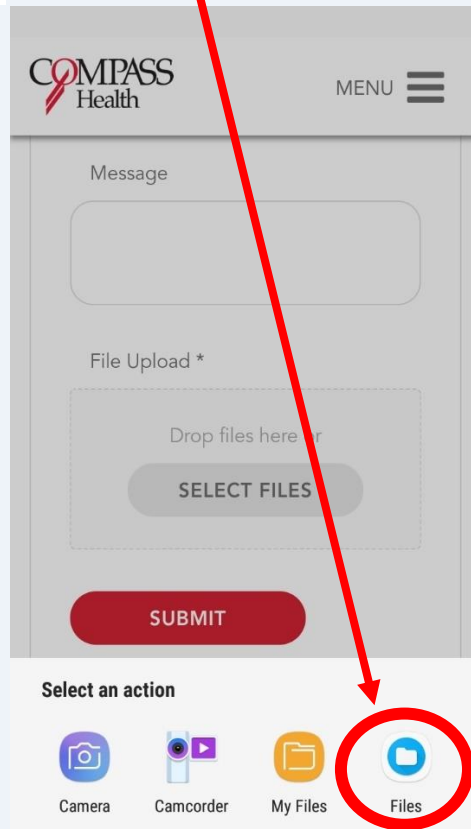
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Step 8 – Submitting the Forms

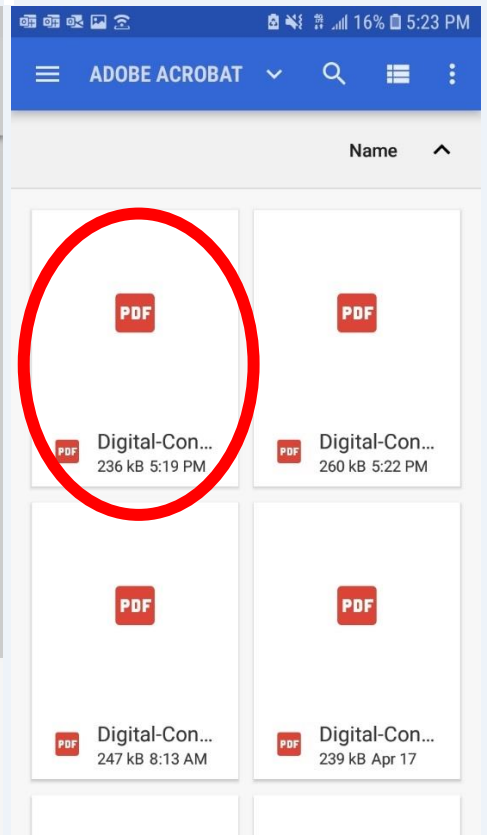
To submit the form, go back to the Compass Health Client Forms website and click the 'Select Files' button.



Select the 'Files' icon at the bottom right corner of the screen.



Click the first option on the top left corner of the recent documents.



After the Form attaches click the submit button to finish.

