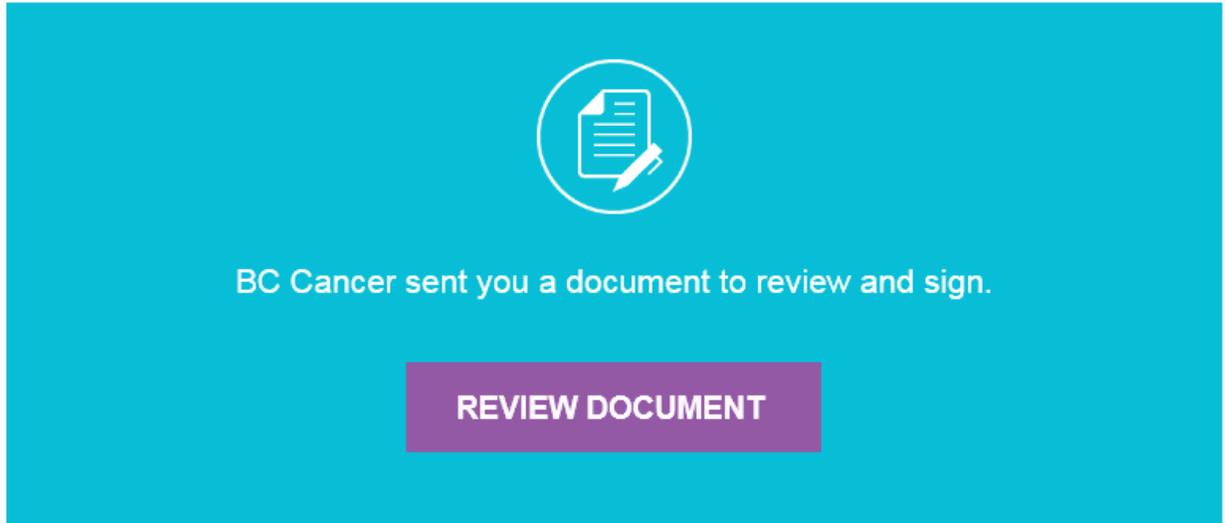
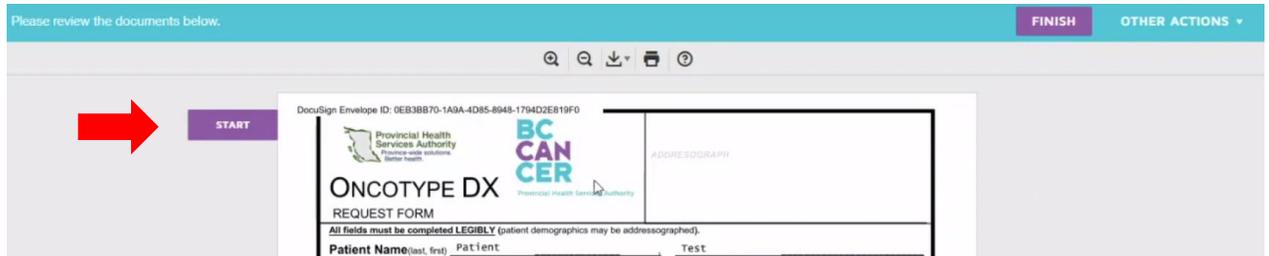


## DocuSign: How to Sign a Document – Provider Guide

1. Open the email from DocuSign and review the message from the sender. Click **Review Document** to begin the signing process.



2. Click the **Start** tag on the left to start the signing process. You are taken to the first tag requiring your action.



3. Click on the **Sign** tag.

**Note:** the patient's signature should already be completed on the consent form.

Summary Report of the DocuSign tags on the paper report and they will use the information for quality assurance purposes only.

Patient Signature.....	Date.....
Witness' Signature.....	Date.....
Signature of Physician.....	Date.....

A yellow "Sign" button with a red arrow and a red circle containing the number "4" is positioned over the "Signature of Physician" line.

You will then be asked to Adopt Your Signature. Ensure your name is spelt correctly, and you can change the style of your signature if desired. Click **Adopt and Sign** when you are ready to sign.

### Adopt Your Signature ✕

Confirm your name, initials, and signature.

\* Required

Full Name\*  Initials\*

**SELECT STYLE**   DRAW

PREVIEW Change Style

DocuSigned by:    
3E3611FA3B6840E...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN**   CANCEL

- When you finish completing all required fields in the document, confirm signing by clicking **Finish**. The sender, the patient, and the CAP office receive an email notification of completion containing links to download the signed document from DocuSign.

Done! Select Finish to send the completed document. ➔ **FINISH**   OTHER ACTIONS ▾

ONCOTYPE DX **CER**  
REQUEST FORM  
All fields must be completed LEGIBLY (patient demographics may be addressographed).  
Patient Name(last, first) Patient Test  
Date of Birth(d/m/y) 33/12/1952 Sex M  F  BC Cancer No. 123456