

# Signature Pad Setup

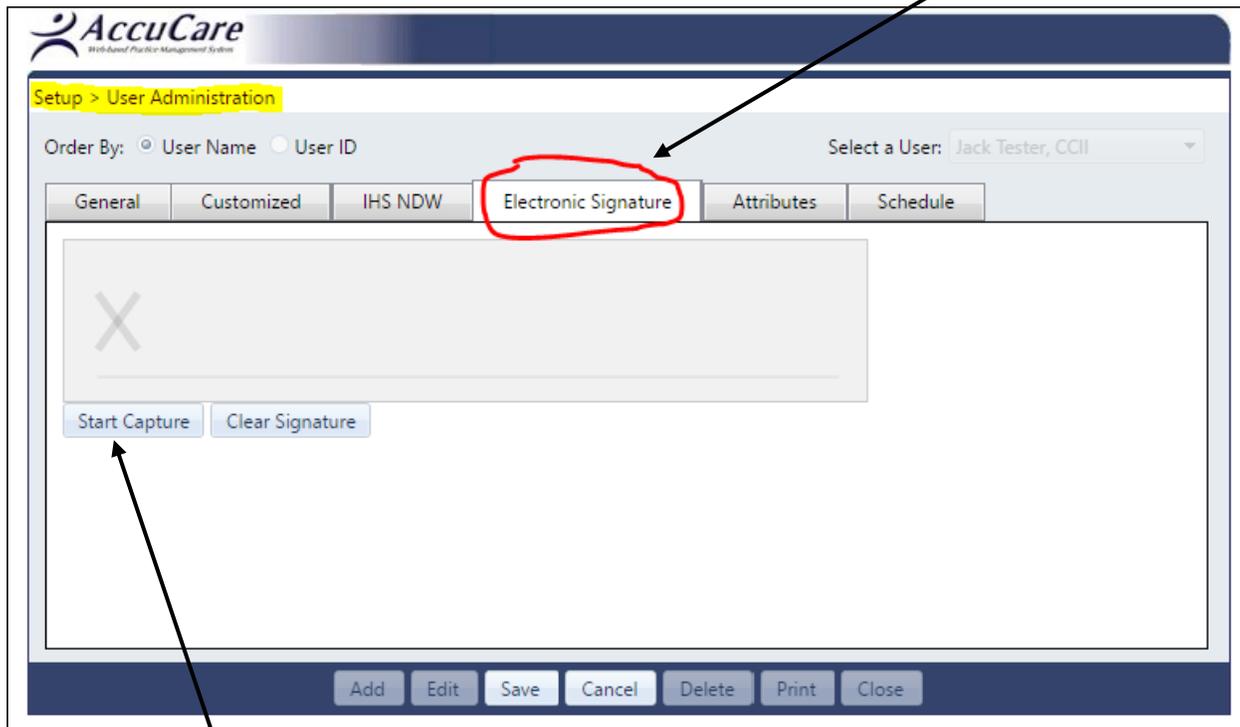
ADMIN ACCESS – HOW TO SETUP SIGNATURE PAD

RON ALAI

# Setup

## Signature Pad Instructions

- Plug in the USB from the signature pad into your computer – This is a plug and play device so drivers should automatically install
- Sign into AccuCare then go to User Setup (you must have Super Admin Level access)
- Find your name on the list of users - click on the [Edit] button then the **Electronic Signature Tab**



- Click the **[Start Capture]** button on screen – then click the go to the **[Start]** button on the signature pad using the pen (**if you have red cap on the end of the pen please remove it first**)
- Sign your name on the line provided on the signature pad then click the [OK] to transfer or [Cancel] to resign your name if you don't like your first attempt
- If you clicked [OK] you should see your name on your screen – Either click the [Save button] or [Clear Signature] if you prefer to resign.
- Repeat this process for every user required to sign electronic documents in AccuCare.

Add note: To sign an electronic the user only needs to type their AccuCare password in Chart Management for their signature to show up in electronic form.

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**Have questions?**

**Please contact AccuCare Support at the following numbers or email address:**

**Ron - Director of Customer Support - 800-324-7966 ext. 6400**

**Dylan – Account Specialist - 800-324-7966 ext. 6401**

**Email: [support@orionhealthcare.com](mailto:support@orionhealthcare.com)**



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