# Adding an Electronic Signature to Quick Report

The following instructions can be used to insert an electronic signature into the Sierra Wave or Sierra Summit Quick Reports.

1. Obtain a picture file of the doctor's signature bmp or jpeg work well. Open signature file in paint.



2. Create a text box with underline and physician information.

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John Hancock MD Board Certified, Pain Medicine & Rehabilitation	
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3. Move text box under signature .

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- 4. Resize, save file, and put in setup folder for the Sierra user example C:\Cadwell\Sierra Summit\Setup.JohnH.
- 5. Open Sierra Summit and minimize then open Quick Report as Sierra User with no password.
- 6. Right click and edit the report template you want to add the signature to, example; Full Report with sentence generator.
- 7. Click on Signatures to expand.
- 8. Right click on Signatures and Create New Item.
- 9. Select Insert click OK.
- 10. Label the insert the name of the doctor.

11. Select Picture and browse to the file.

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- 12. Click Open Then Add.
- 13. Right Click on Signatures again create new item.
- 14. Select paragraph click ok.
- 15. Label Electronically signed and dated. Highlight lower box then right click and cut.

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16. Click to add tag select left and click ok.

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#### 17. Click on token box.

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18. Select Todays then the date format of your choice then click ok.

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#### 19. Add a comma and a space.

#### 20. Repeat select token box.

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Example				

21. Select todays, chose time, click ok.

22. Check your work then click add at the bottom.

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23. Drag the new items you created into the desired report. If there is a current signature item in report drag the new items under the current report and then right click and cut to remove the old signature item then click save.

ANATOMY VIEW     ANATOMY VIEW     BOTOX     COMPLAINTS PARAGRAPHS     CONSULTATION PARAGRAPHS     CONSULTATION PARAGRAPHS     FINDINGS PARAGRAPHS     FINDINGS SELECTIONS     MARAATIVES     NARRATIVES     PATIENT INFO     REPORT HEADERS     SENTENCE GENERATOR     SIERRA TABLES     SIERRA TABLES	<ul> <li>Mode</li> <li>Auto select</li> <li>Auto select</li> <li>Auto select</li> <li>Auto select</li> <li>Auto select</li> <li>Auto select</li> <li>Insert ReportHeader.doc</li> <li>10pt Times Rt Just</li> <li>Test Date</li> <li>Normal Paragraph 12pt Times</li> <li>Patient Block</li> <li>Custom Field 1</li> <li>1 Carriage Return</li> <li>EMG &amp; NCV Findings Label</li> <li>NCV Sentence Gen</li> <li>1 Carriage Return</li> <li>Custom Field 2</li> <li>1 Carriage Return</li> <li>Signature By Choice Selection</li> <li>Johncock sig</li> <li>Electronically signed and dated</li> <li>Page Break</li> <li>Normal Paragraph 12pt Times</li> <li>All Tables</li> <li>1 Carriage Return</li> <li>Page Break</li> <li>Normal Paragraph 12pt Times</li> <li>All Tables</li> <li>Normal Paragraph 12pt Times</li> <li>All Tables</li> <li>Normal Paragraph 2.10pt Times</li> <li>Page Header</li> </ul>	<ul> <li>To insert an item into a template – left click and drag the item from the Available Item List and drop it onto the Template.</li> <li>To rearrange items in a template – left click on the item and drag it up/down, release the mouse button to drop it at that location.</li> <li>To delete an item from a template – right click on the item and select Delete from the popup menu.</li> <li>To edit an item's contents – right click on the item and select Edit from the pop-up menu.</li> <li>To create a new item – right click within the Available Item List and select Create New from the pop-up list.</li> <li>Items that don't require any user input during report generation should have a check mark placed in the Auto Select box.</li> <li>Enable Auto Start and Auto Advance by placing a check mark in the appropriate control boxes. Typically, templates containing items that are not auto-selected will have both of these boxes checked.</li> </ul>
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24. Generate a report and make sure the signature is of the appropriate size within paint program and regenerate as needed to get desired result.

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