

WESTERN MICHIGAN UNIVERSITY
SINDECUSE HEALTH CENTER
AUTHORIZATION TO UTILIZE E-SIGNATURES

This form authorizes Sindecuse Health Center to conduct business with Patient's "e-signature" as defined below.

E-Signature – defined as the electronic capture of a Patient's attestation, acknowledgement, or approval through the selection or checked "I AGREE" checkbox contained within an online form being delivered through Sindecuse Health Center's EHR Patient Portal website.

The submittal of this electronic authorization form represents that the Patient has agreed to the following:

- The Patient acknowledges that the submittal is tied to their Patient Portal login account to establish the identity of who is agreeing to the terms outlined. Patients are responsible to secure their login information and not share that information with others.
- The "e-signature" is reasonable and legitimate form of agreement between the Patient and Sindecuse Health Center.
- The authorization for Sindecuse Health Center to conduct future business with the Patient using the "e-signature" method, which could be part of several form categories such as registration, clinical, counseling, lab, financial responsibility, privacy, security, and other medical related forms.
- The Patient reserves the right to revoke this authorization at any time but must do so in writing and invoking this change or decline to grant authorization may require additional time and effort from the Patient.

The following controls are in place to confirm the identity and authenticity of the authorization or use of an "e-signature".

- The Patient Portal requires a unique username and password to access the system.
- Two-factor authentication is enabled on the Patient Portal for all Western Michigan University faculty, staff, and students which is an additional login access control.
- The Patient Portal does log access to a Patient's medical record and the submission of forms.

☐ I AGREE