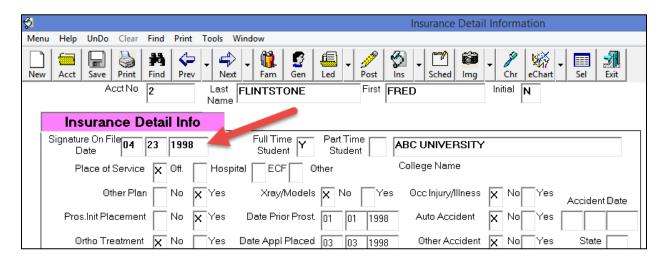
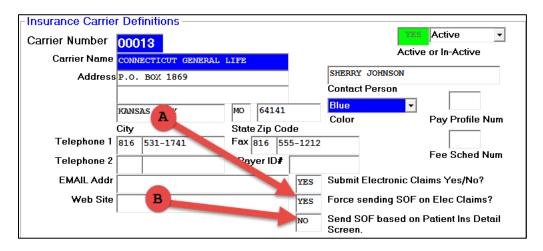
Signature on File

Controlling how the Signature on File (SOF) is handled on Insurance claims:

1) On the Patient's Insurance Detail Screen you can specify the Signature on File Date.



- 2) We highly recommend you always fill in the SOF. But, if you wish to be able to leave the Signature on File Date field blank you will have to set a special option. To do this start from the top of the Insurance Detail screen select the top toolbar "Tools" then "Options Setup" then Check the option called "DeActivate Automatic Signature On File", save and exit the Options screen and then exit the Insurance Detail screen for the change to take effect.
- 3) Next you can control SOF from the Insurance Carriers definition screens.



A. Mark "Force Sending SOF on Elec Claims" as **Yes** to always send SOF on eClaims. **B.** Mark "Send SOF Based on Patient Ins Detail screen" as **Yes** to send SOF depending upon if the SOF is filled in or not on the Patients Detailed Insurance screen.

4) You can also control SOF from the Employer screen. The setting on the **Employer screen takes precedence** over any setting on the Insurance Carrier definition.

Employer Defi	initions———			
Employer Number	0001			
Employer Name	ABC COMPANY		MARY MARTIN	
Address	2900 GRAND AVE		Contact Person	
	STE 2310			Signature On File
	KANSAS CITY	MO 64108		○ No Special Processing
	City	StateZip Code	e 7	Never Send SOF
Telephone	816 531-3057	Fax 816 555	-1212	
FMAIL Addr				

Marking the "**Never Send SOF**" option means that even if there is a SOF on the Patients Detail Insurance screen, and even if their Insurance Carrier is marked to send the SOF, the SOF won't be send. Remember you would have to specify the patient's employer number on their Primary and/or Secondary Insurance screens.

