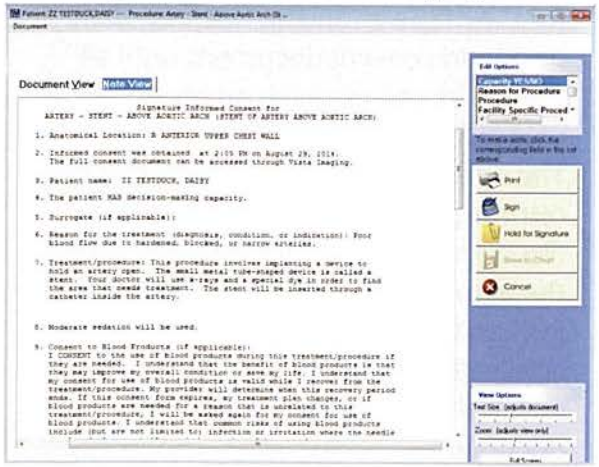
5. Editing Documents

- By selecting the topics under the Edit Options menu, the application returns to those sections (e.g., Procedure, Risks, etc.) within the 'Document Builder.' Once desired changes are made, clicking Finish will return the document to Document View.
- The magnification of the document and size of the text may be adjusted by sliding the appropriate 'control bars' located in the View Options area.
- If the patient is present, and the informed consent discussion is completed, select Sign to gather signatures, Print to print a copy, or Hold for Signature to save the unsigned consent document for later retrieval.

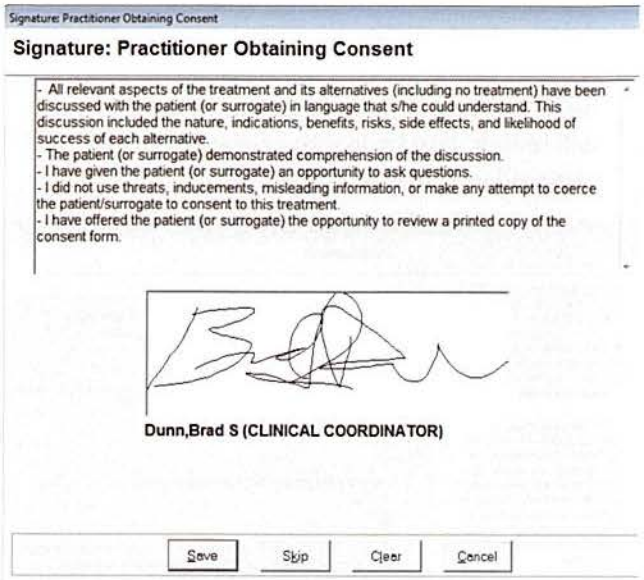
6. Viewing the Progress Note

- The iMedConsent™ application program automatically creates a progress note with all pertinent information from the final consent document.
- The Progress Note can be viewed by clicking the Progress Note View tab.
- When the final consent document is signed and saved the progress note will be automatically added to the patient record's note section and the signed consent is only viewable from VistA Imaging.



7. Signing and Saving Documents

- To begin signature collection, click **Sign** on the right side of the Document View screen.
- A box will appear with information for the signing parties and a space for the signature.
- Using signature pads, tablets or other signature capture devices, collect signatures as they are requested.

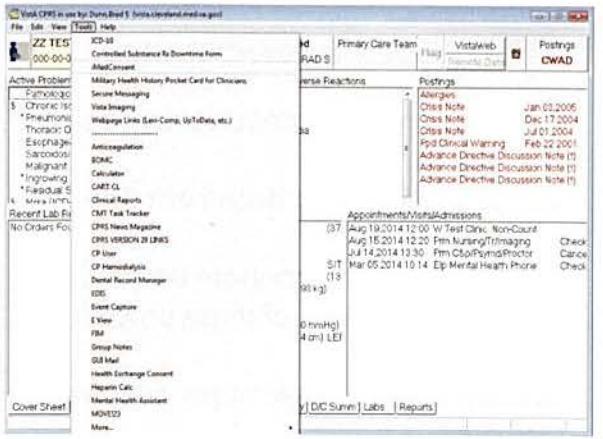


TIP: A signature can be erased and re-signed by selecting Clear.

iMedConsent™ Quick Start Guide

1. Start the iMedConsent™ Program

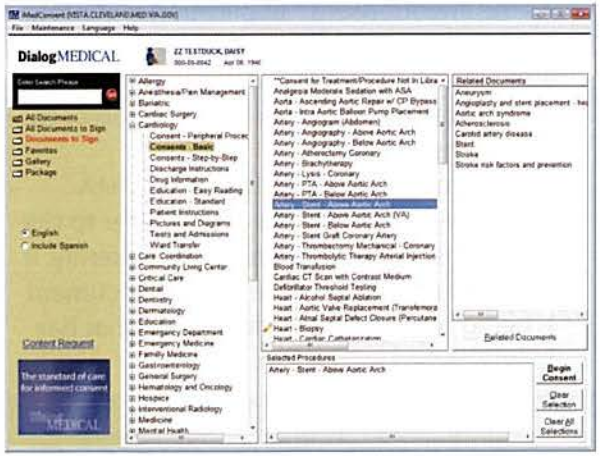
- Locating Specialty and Procedure 3 Preparing an Informed Consent
- Start VistA CPRS and go to the appropriate patient chart.
- Start the iMedConsent™ program by selecting it from the VistA CPRS Tools menu.
- As the iMedConsent™ application is started, a sign-in is required to access the program and patient-specific calls. The patient identification will always be at the top of the iMedConsent™ screen.
- If a patient change is made within VistA CPRS, the patient change will transfer to the iMedConsent™ application. Consequently, if a patient change is made while a document is being prepared, the information that has been entered will be lost.



TIP: Once signed in to the iMedConsent™ application, no further sign-in is necessary as long as the program remains open and no time-out occurs

2. Locating Specialty and Procedure

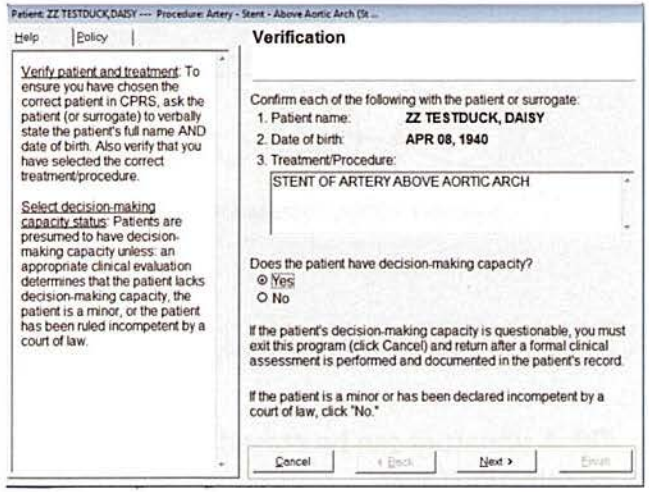
- Click the '+' sign by the desired specialty to show the categories of materials available within that specialty.
- Individual documents can be found by clicking on the desired category and viewing the document titles in the right-side box.
- To access a title from the list, double-click on the title. Depending on the type of document selected, it will either open or initiate a 'Document Builder' or 'Wizard' questionnaire to populate patient and procedure information.



TIP: One or more procedures may be selected for
an informed consent document. The selected procedures
will be shown in the bottom box and the information for each of those procedures will be
combined into a single "super consent" document.

3. Preparing an Informed Consent

- The iMedConsent™ application allows for preparation of informed consent documents using a 'Wizard' questionnaire that populates patient and procedural information into an informed consent template document.
- From the desired medical specialty, select Consents-Basic and double-click a procedure from the list. If choosing multiple procedures, click each one once and then click Begin Consent.
- Answer each of the questions presented by the 'Wizard'. Some screens may require information before proceeding. The Next or Finish buttons will remain and be inactive (gray) until all required information is supplied.



TIP: The Step-by-Step "Document Builder" format
is a valuable training tool for developing a proper informed consent document while simultaneously facilitating discussion of the procedure(s) or treatment(s) with the patient.

4. Complete and View the Consent

- Once all 'Wizard' panel questions are completed and the providers are chosen from the provider list, the final consent form will be shown with patient and roceduresspecific information embedded in the document.
- The left side of the screen shows the final document with all patient and procedure information embedded or discussion. The right side of the screen allows document editing, printing, signing, holding the document in a file for signature, and saving the document. There are also View Options for increasing text size for printing and viewing the completed consent document on the screen.

TIP: The Hold for Signature feature allows for the preparation and holding of an unsigned consent document until all three parties (physician, patient, and witness) are ready to sign that document. The unsigned consent document can be retrieved from the main screen under the Documents to Sign folder. Note that the appropriate patient must be selected in VistA CPRS and the iMedConsent™ application must be open to facilitate retrieval of the unsigned consent document.