

How to create an e-signature

Step 1) Open a PDF document

Step 2) Click 'All tools'



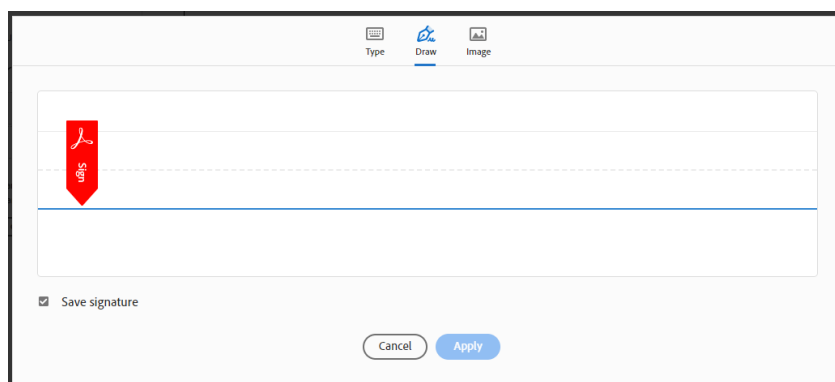
Step 3) Click the icon with the pen signature



Step 4) Select 'Add Signature'



Step 5) Add signature, using your mouse to draw a signature on the screen

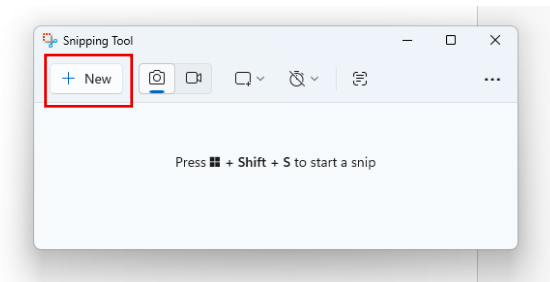


Step 6) Once complete click 'Apply' this will now add your electronic signature to Adobe PDF which you can use in the future.

Step 7) Open up the word document Application Form for Non-Medical Referrer

Step 8) Open the Snipping Tool (you can search for this on your home page in the search bar if you haven't used it before). You can then use this to take a screenshot of the signature you created on Adobe.

Step 9) Click 'New'



Step 10) Drag cursor and highlight your signature to take a snip

Test

Step 11) Paste this snip into the word document, under 'Digital Signature' on page 4 of the application form.

As the Applicant I confirm that:		
• I have read and agree to the responsibilities as outlined in the NMR Responsibilities Document. • I am aware that it is my responsibility to respond to and act on any urgent, significant or unexpected finding emails that I receive. • I have had at least two years' experience post registration • I have the advanced practice clinical assessment and <u>decision making</u> skills for assessing and managing patients that will enable me to work as a referrer • I have read the Employers Procedures relating to IRMER		
Applicant Name	Digital Signature	Date
	Test	

Step 12) Have your line manager/delegating clinician add their electronic signature to the application using the same method.

Step 13) Save application and forward to dch.nmr@nhs.net

Alternatively, you can also create an e-signature by scanning in a copy of your wet signature on paper and using the snipping tool to paste it into the application form.