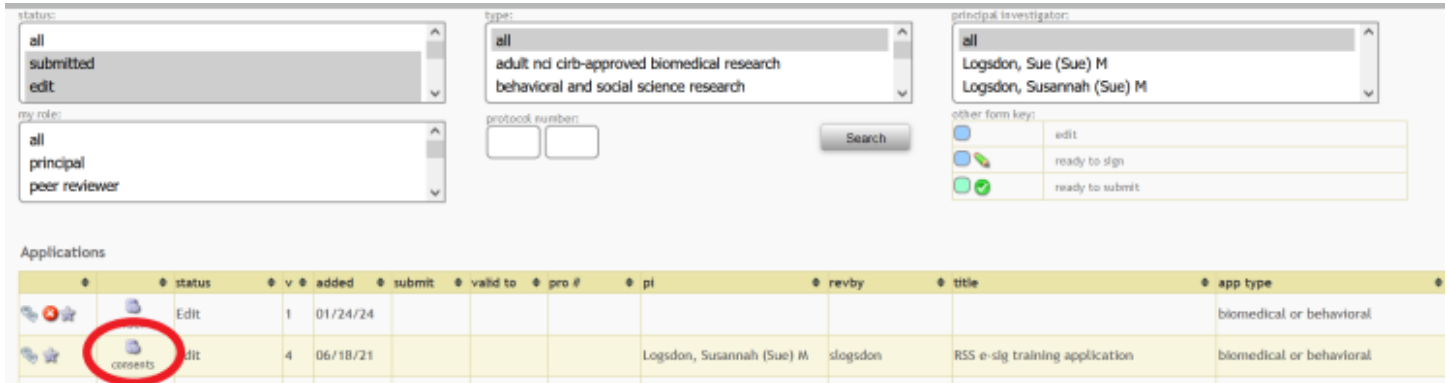


RSS E-Signature- New Features

This document is designed to show the new format for use of RSS e-signature for consent forms **as of February 9, 2024.**

- 1) Locate the study in your application list in RSS and click on the icon for “consents”.



The screenshot shows a search interface with filters for status, type, principal investigator, and my role. Below the filters is a table of applications. The table has columns for status, v, added, submit, valid to, pro #, pi, revby, title, and app type. The second row of the table has a 'consents' icon circled in red in the first column.

status	v	added	submit	valid to	pro #	pi	revby	title	app type
consents	1	01/24/24							biomedical or behavioral
consents	4	06/18/21				Logsdon, Susannah (Sue) M	slogsdon	RSS e-sig training application	biomedical or behavioral

- 2) Click on the approved consent you would like to use.



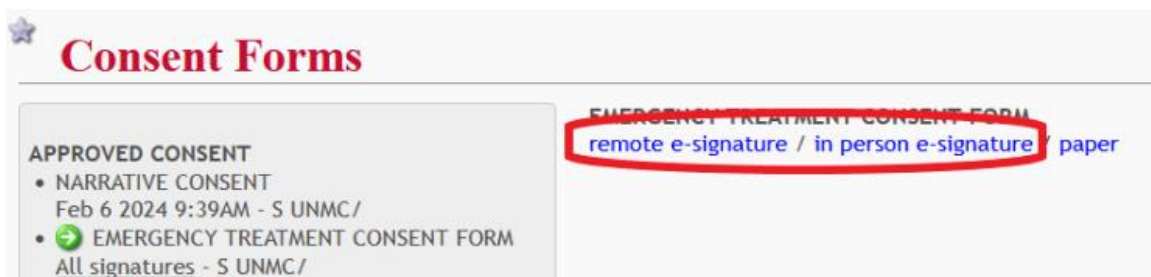
Consent Forms

APPROVED CONSENT
 • CONSENT FORM
 Sep 1 2021 2:22PM - S NM/Pediatric
 /UNMC/UNO/

RSS Assist
 e-consent requirements

Message Portal
 Messages

- 3) Select “in person e-signature” or “remote e-signature”.



The screenshot shows the 'Consent Forms' page with a list of approved consent forms. The 'EMERGENCY TREATMENT CONSENT FORM' link is circled in red.

APPROVED CONSENT

- NARRATIVE CONSENT
Feb 6 2024 9:39AM - S UNMC/
- EMERGENCY TREATMENT CONSENT FORM
All signatures - S UNMC/

EMERGENCY TREATMENT CONSENT FORM
[remote e-signature](#) / [in person e-signature](#) / [paper](#)

4) Fill in the appropriate fields.

For In-Person e-signature:

In person e-signature

This consent requires a digital signature

choose header for PDF

- UNMC
- NM
- Pediatric
- UNO

The options for header come directly from what you chose while creating the consent form.

Email address to send signed consent

This is the email address for the RECIPIENT of the consent form. This could be the subject, the parent, the LAR, etc. as appropriate.

Subject Name

Name

List the name of the SUBJECT. Even if they are not signing it, this allows their name to appear.

Name

Is subject signing?

Yes ▾

Select "No" if the subject won't be signing (i.e. children under 13, decisionally-impaired, etc.)

Medical Record Number (MRN) - optional

This will only appear for the NM header.

Contact Serial Number (CSN) - optional

You may list MRN and the system will push the consent form into their chart in Epic (again, ONLY for the NM header).

Witness Name

NOTE: will only appear if you selected "Signature of Witness" when creating the ICF.

Is a parent signing?

Yes ▾

NOTE: will only appear if you selected "Signature of Parent" when creating the ICF. The *Name* text box appears after you click "Yes" if the parent is signing.

Name

You can [add a second parent](#) as necessary.

[add second parent](#)

Is a LAR signing?

Yes ▾

NOTE: will only appear if you selected "Signature of LAR" when creating the ICF. The *Name* text box appears after you click "Yes" if the parent is signing.

Name

For Remote e-signature:

Everything is largely the same as in-person with a few differences.

Remote e-signature

This consent requires a digital signature

choose header for PDF

UNMC

Subject Name

Is subject signing?

Yes ▾

NOTE: IF the subject is signing the consent form, here is where you list the email address to send the links to.

Email (use when the subject is the one signing)

Is a parent signing?

Yes ▾

Name

Email

[add second parent](#)

NOTE: You will now see spots to list an email address for a parent, LAR, and/or witness to receive links to the consent form if they are signing it.

Is a LAR signing?

Yes ▾

Name

Email

Witness Name

Email