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”.

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

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

Consent Forms

Approved Consent

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

RSS Assist
  e-consent requirements

Message Portal
  Messages

Consent Forms

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
  - Email address to send signed consent

- **Subject Name**
  - Name

- **Is subject signing?**
  - Yes

- **Medical Record Number (MRN) - optional**
- **Contact Serial Number (CSN) - optional**

- **Witness Name**
  - Is a parent signing?
    - Yes
  - Name

- **add second parent**
  - Is a LAR signing?
    - Yes
  - Name

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

**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.

**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.

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

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

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

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

This will only appear for the NM header.

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

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

**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.

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