

Hello,

Please find the instructions below for enabling your patients to sign your TruForm™ registration forms using a topaz signature pad. **If your Truform™ is integrated with your practice management software, you will need to contact your software representative to make sure that digitally signed documents (in a PDF format) can be saved into the patient's account. There are a few software companies that prevent the attachments of PDF documents back into the patients account.**

If truform is integrated into any of the following software companies (WinOMScs, WindentOMS, DSN, Henry Schein, Medims, Panda Perio), you can have your software company show you how to sign truform directly through your software – this will save your staff a few steps!

Digital Signature SETUP:

- You will need **Adobe Acrobat Standard** or **Professional** (either will work) – **NOT ADOBE READER**
- You will need a topaz signature pad - you can purchase here: <http://topazsystems.com/products/index.htm>
- Both applications will need to be installed on the computer patients will be using to sign TruForm.
 - Please install the latest plug-in for your topaz signature pad from TOPAZ Systems: <http://topazsystems.com/Software/index.htm>
 - Please install the latest plug-in for your adobe acrobat version from TOPAZ Systems: <http://topazsystems.com/Software/download/plugins.htm>
- Adobe Acrobat will need the below settings to use with the Topaz Signature Pad:

How-to Documents - Adobe Acrobat Plug-In | If you do not see the version you have- contact support@pbhs.com for additional instructions.

- [Acrobat 8 and 9 Plug-In How-To](#)
- [Acrobat 10 Plug-In How-To](#)
- [Acrobat 11 Plug-In How-To](#)

Digital Signing STEPS:

- If your Truform™ is integrated with your practice management software, you will need to contact your representative to make sure that digitally signed documents (in a PDF format) can be saved into the patient's account. There are a few software companies that prevent the attachments of PDF documents back into the patients account.
- With some software companies, they will have a different a way to sign this form digitally through the software end. All that is needed from our end is to make sure the form is setup to accept signatures!!

If you check your forms through mypbhs.com:

- You will login through <https://www.mypbhs.com/> and view the form submitted online.
 - **Forgot your login information?** Please email support@pbhs.com (provide your website URL, contact phone # and name, PBHS Support will contact you via phone with the needed login information).
- Save the form locally to your computer (either to your desktop or in a folder you created).

- Click on the file drop down menu
 - Click SAVE or SAVE AS
 - Select the folder or save to your desktop
- Once the form is saved, open it up.
- You should see the file saved as a PDF format in the same location you just saved it to from mypbhs.com.
- **Right click** on the form with your mouse, select "**open with...**"
- Select the **Adobe Acrobat Professional** or **Standard** option (**NOT ADOBE READER**)
- Once you are viewing the patient's form, you can scroll down to the signature portion. You will notice a button right above each signature line.
- You will need to click on each signature field (one at a time)
- Acrobat will now ask the patient to sign the form
- Once the patient has signed the first signature field, it will then ask you to accept the signature
- Implement the same process for each signature/date field
- Upon exiting the form, Adobe Acrobat will auto save the signatures and replace the form with the final form signed by the patient.
- Attach the Signed Truform into your practice management software - you would need to contact your software company for instructions.

Please contact PBHS Support by phone (1-888-840-0739) or email (support@pbhs.com) with any additional questions. Thank you so much and please enjoy TruForm™!

PBHS Support
1-888-840-0739