Hushmail

How to fill out, sign, and submit a web form

To better protect your personal information, we will be using Hush Secure Forms to collect your information.
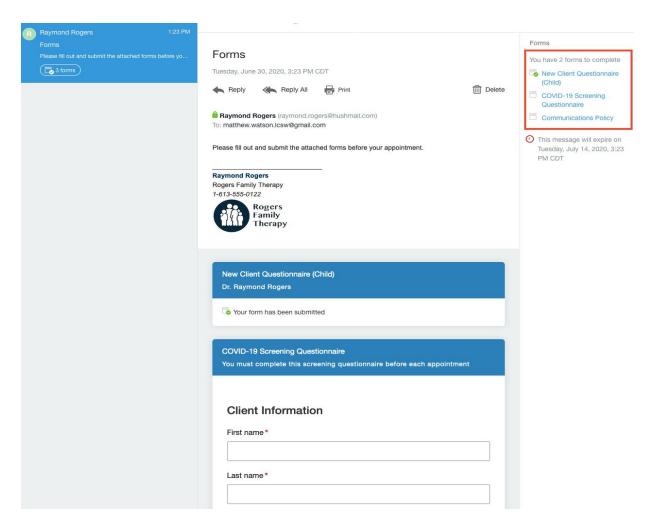
Hush Secure Forms is easy to use and complies with federal regulations that require healthcare providers to protect your health information.

To ensure you have a good experience with our web forms, we're providing you with a few tips on how to access, sign, and submit a form.

- When we send you a form to sign, you'll receive a notice in your email directing you to our secure message center. There, you'll be instructed to come up with a password. Be sure to remember it! You'll use it the next time you receive a form or message from us.

- You'll be able to access the form once you log into the message center. You'll find the form at the bottom of the message, and you might have to scroll down past the message to see the form. Answer the questions to the best of your ability. Some questions are required, and you'll see this indicated by a star.

- If multiple forms are included in the email, be sure to scroll down and fill out, sign, and submit each one separately. The menu on the right of the message center will keep track of the forms that remain to be completed. Clicking on a link in this menu will send you to the top of that form.

- When you sign the form, you'll need to read and agree to a consent statement first. This is to acknowledge that you intend to sign the document electronically and are aware that once you sign and submit the form, you're also submitting your email and IP addresses. This action will only be required the first time you sign a form and is necessary to meet legal requirements.

- You'll then have the option to type, draw, or upload your signature onto the form. Whether or not you type; sign with a trackpad, mouse, or stylus; or upload a previously created signature, all of these signatures carry the same weight as a handwritten one from a legal standpoint.

We're delighted to be able to communicate confidentially with you about your care using secure web forms. If you want to read more about Hush Secure Forms, visit hushmail.com, and feel free to reach out to their Customer Care team at www.hushmail.com/contact if you have questions.

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