We are currently updating the OP Help Center content for the release of OP 19, which is a member of the certified OP 14 family of products. OP 19's official version is 14.19.1, which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

Viewing and Adding Consents to a Patient Record

Last Modified on 06/11/2019 3:44 pm EDT

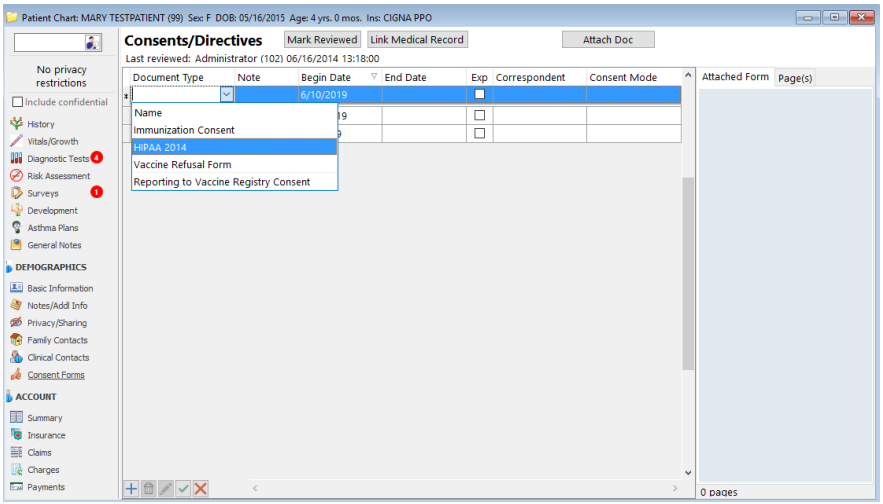
Version 14.19

> **Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Consent Forms**

Overview

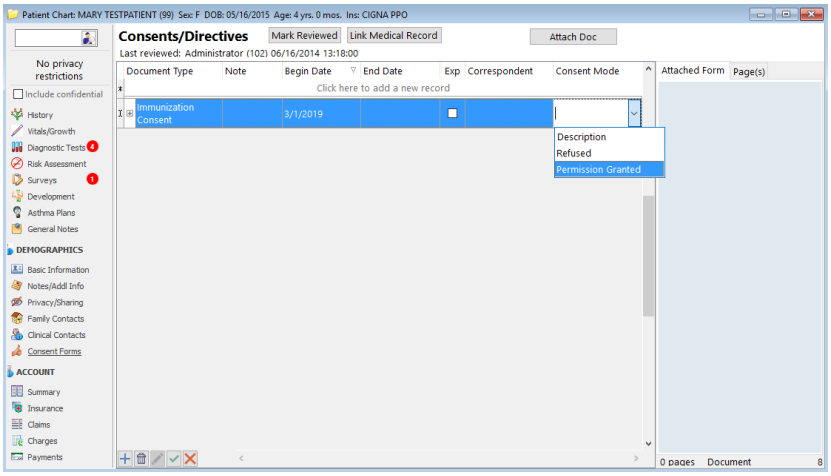
This article will instruct you on viewing and adding consent forms to a patient's record.

1. Open **Consent Forms** following the path above.
2. At the bottom of the window click on the **Add** button .
3. Select the **Document Type** using the drop down arrow.

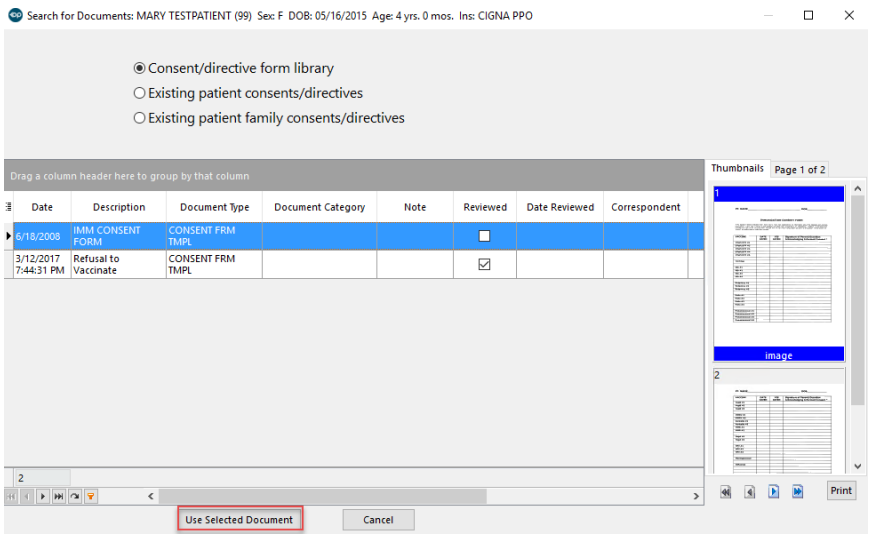


4. Enter **Begin Date** defaults to today's date.
5. Enter **End Date** if necessary.

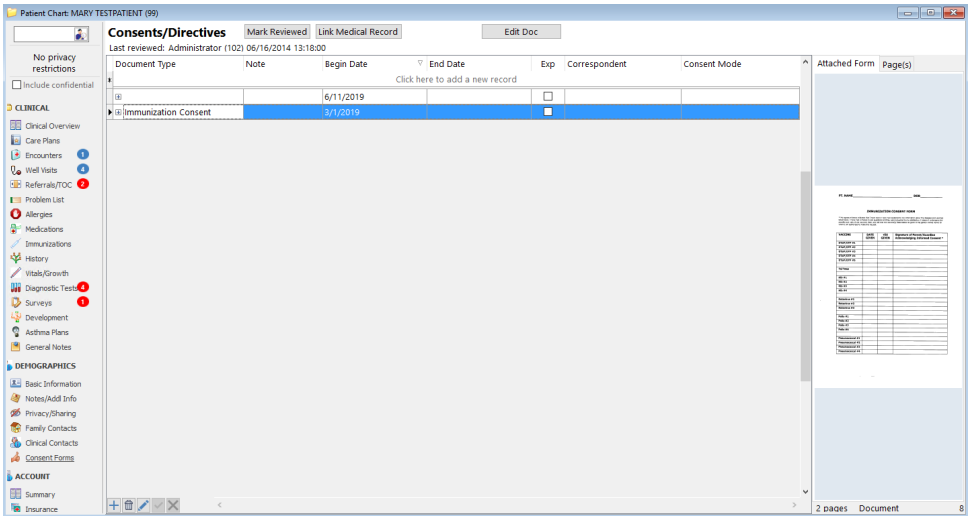
6. Select **Consent Mode**.



7. Click the **Attach Document** button.
8. Select the scanned consent template to attach.
9. Click the **Use Selected Document** button.



10. The selected document opens for input. Complete if necessary and click**OK** to save.
11. Consent is now attached to the patient record.



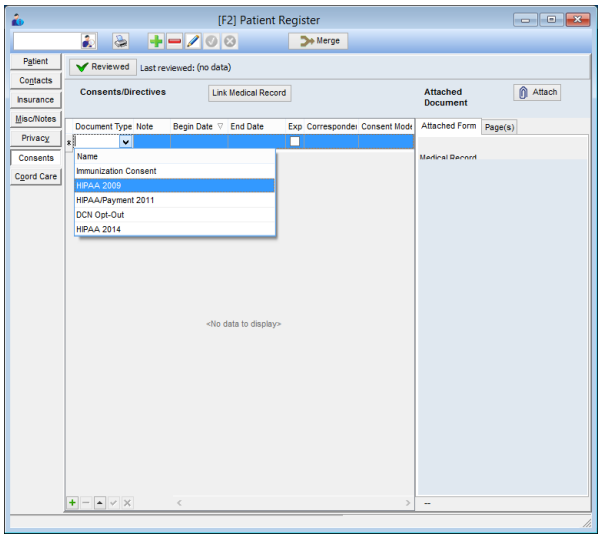
Version 14.10

Path: Smart Toolbar > Register button > Consents tab

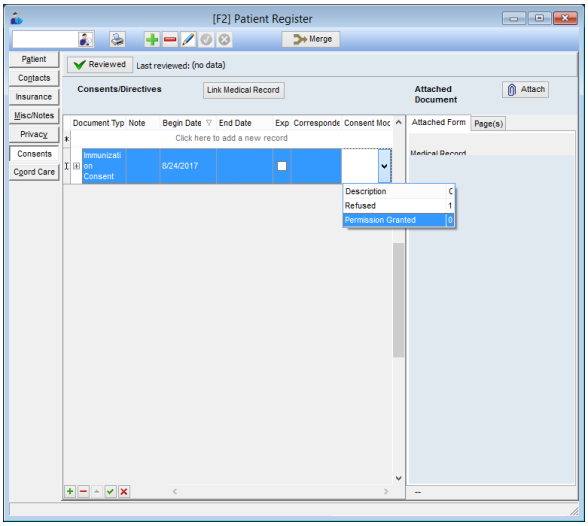
Overview

This article will instruct you on viewing and adding consent forms to a patient's record.

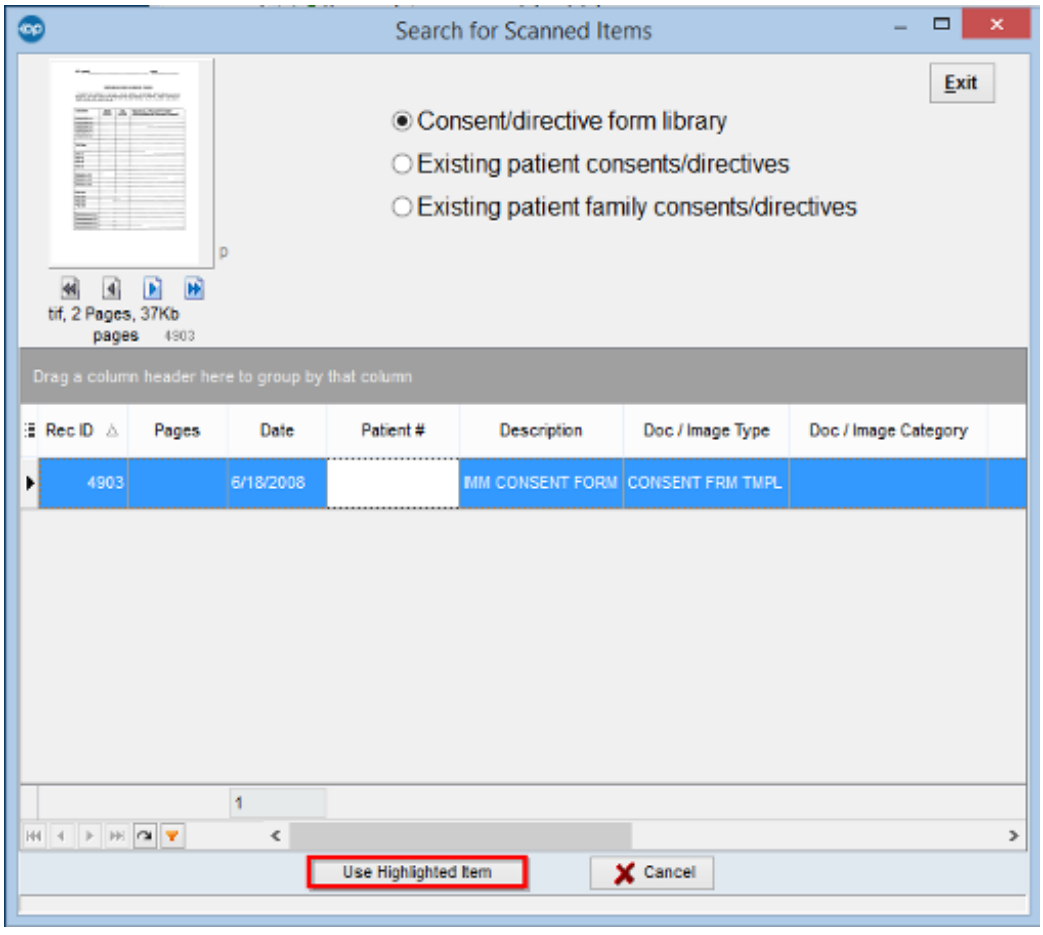
1. Click on the **Consents** tab.
2. At the bottom of the window click on the **Insert Record** button .
3. Select the **Document Type** using the drop down arrow.



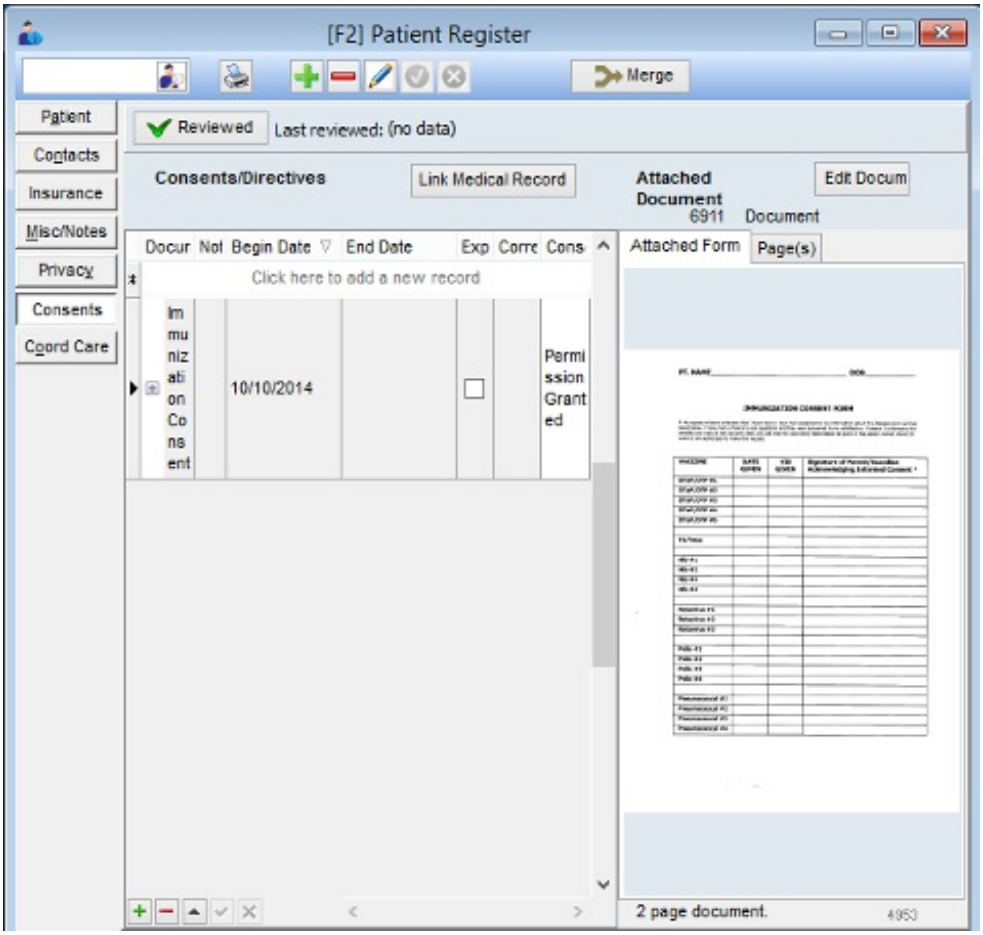
4. Enter **Begin Date** defaults to today's date.
5. Enter **End Date** if necessary.
6. Select **Consent Mode**.



7. Click the **Attach** button.
8. Select the scanned consent template to attach.



9. Consent is now attached to the patient record.


[F2] Patient Register
Merge
Patient
Contacts
Insurance
Misc/Notes
Privacy
Consents
Coord Care
Reviewed
Last reviewed: (no data)
Consents/Directives
Link Medical Record
Attached Document
6911
Document
Edit Docum
Docur
Not
Begin Date
End Date
Exp
Corre
Cons
Click here to add a new record
Immunization Consent
10/10/2014
Permission Granted
Attached Form
Page(s)
2 page document.
4953