

HCFA 1500 Box 12 - How does signature on file get added to a professional claim form?

07/24/2024 3:05 pm EDT

The signature on file, box 12 on the HCFA-1500 form, is populated from the patient chart in two ways: manually or through signing a consent form.

READ BACK OF FORM BEFORE COMPLETING & SIGNING THIS FORM.

12. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize the release of any medical or other information necessary to process this claim. I also request payment of government benefits either to myself or to the party who accepts assignment below.

SIGNED _____ DATE _____

14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP): MM | DD | YY QUAL. | 15. OTHER DATE MM | DD | YY QUAL. |

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SIGNED Signature on File DATE 07/07/2021

14. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP): MM | DD | YY QUAL. | 15. OTHER DATE MM | DD | YY QUAL. |

The signature on file can be found in the patient's chart by selecting the **Demographics** section on the left and the **Demographics** tab and scrolling down to the **Miscellaneous** area.

The screenshot shows the DrChrono patient chart interface. The patient is identified as 'Test Consent On File' (sex | 38 years old | June 2, 1983). The 'Demographics' section is active, showing patient information and a form for 'Important Information'. The form includes fields for Primary Provider (Brendan Wilberton), Status (Active), Title, First Name (Test), Nick Name, Middle Name, Last Name (Consent On File), Previous/Birth Name, and Suffix. A 'BILLING WARNING: Missing Patient Sex' is displayed. The interface also shows a navigation menu on the left with options like 'Add new patient', 'Demographics', 'Appointments', etc.

Manually

If a patient has signed a consent form, a provider or staff member can pull up the patient's chart select **Consent On File** from the menu, and **Save Demographics**.

Miscellaneous

Signature On File Consent On File

Default Pharmacy No default pharmacy Set Remove

Save Demographics Save & Close

Signing a Consent Form

Patients can sign consent forms through the check-in app or in the OnPatient portal. When a patient signs the **HIPAA Data Use Agreement**, which is included by default in all DrChrono accounts under **Patients > Consent Forms**, during the check-in process, the **Consent On File** selection will automatically save in the patient's chart and populate the HCFA-1500 form.

Consent Forms

Consent forms can be signed on onpatient.com or the [iPad Check-In App](#).

Show Archived

Title	Owner	Mandatory? ⓘ	Assigned by Default ⓘ	
☰ HIPAA Data Use Agreement	Brendan Wilberton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Archive

Below is an example of signing the consent forms on the check-in app.

Staff Unlock

Please Hand the iPad to: START

Patient Name
Test Consent On File

Onboarding Language
English Spanish

Consent forms for this appointment

- No Show Policy >
- HIPAA Data Use Agreement >

