## 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.

SIGNED	DATE	
4. DATE OF CURRENT ILLNESS, INJURY, or PREGNANCY (LMP):	15. OTHER DATE QUAL.	MM   DD   YY
READ BACK OF FORM BEFORE COMPLE	TING & SIGNING THIS	FORM.
READ BACK OF FORM BEFORE COMPLE 2. PATIENT'S OR AUTHORIZED PERSON'S SIGNATURE. I authorize th to process this claim. I also request payment of government benefits below.	e release of any medical	or other information necessary

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.

	in/patients/55000040/.embed=id_windo	ow=1#?embed=1&_window=1			
r chrono			<b>≜</b> E	rendan Wilberton 👻 Brendan Wilb	erton (brendanwilberton)
chedule Clinical Patient	ts Reports Billing Account He	elp 🕏 🗙		Search	N 19 🥵
+ Add new patient	Test (	Consent On File (sex   3	B years old   June 2, 1983 )		COTE00000
emographics 💦		ne: Missing ss: No address on file	Email: Missing	Date Added: July 6, 2 Last Scheduled Appt:	
ppointments				Next Scheduled Appt: Wed Jul	
linical Dashboard	CD	DS: Patient must have documen	Patient must have document	nented allergies Adult Immunization	Schedule Age: 27-49
ocuments	Primary Provider: Brendan	Wilberton			
gibility	New Referral Fax Demographics	s Print Demographics		Vitals + Sche	edule New Appointment
sks O	Important Demographics Insur	rances Authorizations Smo	king Status Flags Balance onpa	tient Payments	
oblem List 0			ang otatos i nags Batanos onpe		
	BILLING WARNING: Missing Patier	nt Sex			
edication List					
	Important Information				
end eRx	Important Information Primary Provider	Brendan Wilberton	<b>▼</b>		
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and eRx lergy List lorgy List lor	Status Title First Name Nick Name Middle Name	Active			
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## 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	i	
	Signature On File	Consent On File
	Default Pharmacy	No default pharmacy Set Remove
	Save Der	mographics 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

Conser	nt forms can be signed on onpatient.com or th	e iPad Check-In App.			Show Archived
	Title	Owner	Mandatory? ()	Assigned by Default ()	
≡	HIPAA Data Use Agreement	Brendan Wilberton			Sedit Archive

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

Staff Unlock	Please Hand the iPad to:			
	Patient Name Test Consent On File	Onboarding Language English S	Spanish	
	Consent forms for this appointment			
	No Show Policy		>	
	HIPAA Data Use Agreement		>	