

WEBVTT

NOTE duration:"00:04:13.360000"

Hello, This video is instructions on how to use the Yale School of Medicine HIPAA Media Release digital form. We've created a page here and a short URL. If you visit this URL, you'll find a page with instructions. That page looks like this. It also has the links and short instructions and detailed instructions for you. Before you do anything, I recommend you test this yourself. Sitting at your computer at work before you're out in the wild trying to use this form, because you need to get a sense of how many steps it takes. It takes a few different page reloads. So the first step, the first thing you need to do at your desk is sign up for the Adobe Sign service. You visit Yale on the hub web store, which is all linked there. You end up with something like this. You add it to your cart. You check out in your cart, and you need to do that annually. After you've signed up for the Adobe Sign Service with your Yale e-mail address, you need to e-mail the web team at

ysm.editor@yale.edu and ask to
be given access to the HIPAA
Media Release Digital Form tool.
Once you have received confirmation
from us that you've got access,
you'll go to this link,
which will send you to a page like this.
If you're already logged in,
you won't see this page, but there's a
good chance you will have to log in.
So you type your Yale e-mail address in here.
You'll go to company or school account,
and now you're being signed into
the Adobe Acrobat sign service.
There's a lot of things on here.
You can ignore them all and
click Start from Library.
The library will present you with
two templates, English and Spanish.
Choose the one that's relevant
for the shoot you're on.
I'm clicking English.
Enter your patient's e-mail address here.
I'm going to use my personal Gmail account.
You can customize the e-mail to the patient,
but you really don't need to.
You can skip all of this and click Next.
The first time the HIPAA
media release form shows up,
you can't edit any of it.
It's just showing you This is the form

we are sending off for signatures.
So the first thing you do is click send.
Now you have sent the form to yourself.
You are the Yale person who's preparing\
this form to be sent to the patient.
If you do not have a specific media
news organization that you're
doing this shoot for,
you can just put NA or you
can leave that box empty.
Under Project,
put a keyword or the date or
something that will help you remind
you later what this project was for,
what this shoot was for. You.
Put your name here. Click to send.
Now you have sent the form off
to be signed by the patient.
You'll get a notification here that it's
happened and that you've been successful.
Now I have logged into my personal
Gmail account here and I've pulled
this up so that you can see what
the patient sees as the patient.
I've received an e-mail that says
Signature requested on English
HIPAA authorization release.
I click that e-mail.
There's a Big Blue button that
says review and sign.
I click review and sign.

I'm brought into the Adobe Acrobat service.
I never have to sign up for anything.
I click the continue button
to agree to the terms.
I can view this message,
but I don't need to click start.
You can see that the form has already
been filled out with these things that
you put in earlier as the patient.
I put in my name.
I put in my address.
I put in my city, state, and zip code.
I put in my phone number.
I choose if I am the participant or I'm
signing for someone else, I sign my name.
I can either type my name in
or I can actually draw it if I like
and it will apply that signature to the form.
This is all already filled out,
the date's automatically pre filled.
Click to sign and you're done.
The patient receives a copy of this
in their e-mail address and also the
office of communications receives
a copy of this in our encrypted
archive and you're ready to go shoot.
Congratulations.