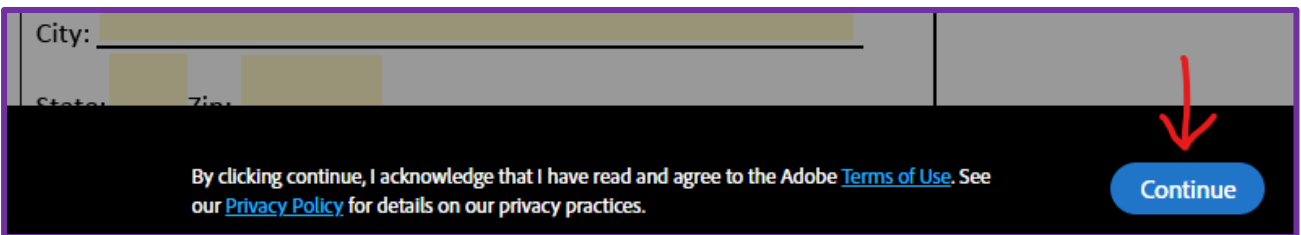


How to Use Adobe Sign

Adobe Sign is a secure and confidential way to submit forms and protected health information to Clackamas County Behavioral Health. Follow the steps below to submit an Authorization to Disclose Protected Health Information form electronically. If you have questions, please contact the person you are working with or call customer service at 503-742-5335.

Click the link to access the form: [Authorization to Disclose Protected Health Information](#)

When the form opens in the internet browser, click on “Continue” at the bottom to accept the terms of use.

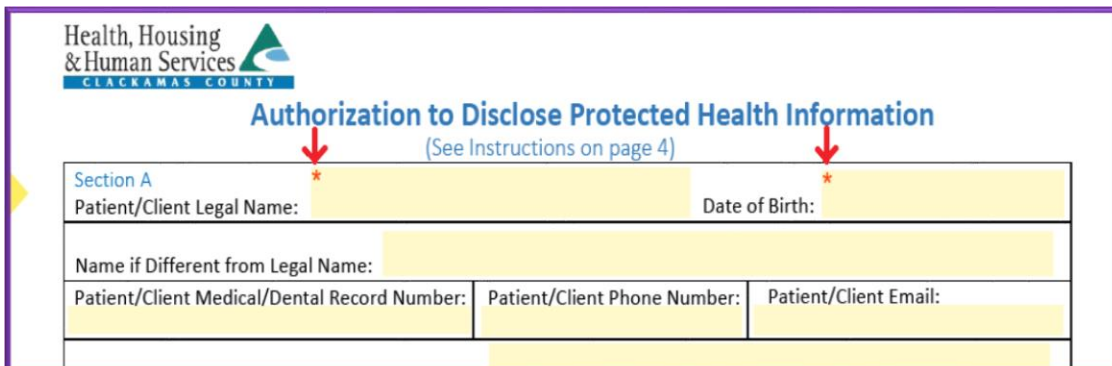



City: _____
State: _____ Zip: _____

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

Continue

Fill in all fields of the form that apply. Your provider or care coordinator can help explain how to complete each section. Some fields marked with a red star (*) are required.



Health, Housing & Human Services 
CLACKAMAS COUNTY

Authorization to Disclose Protected Health Information

(See Instructions on page 4)

Section A

Patient/Client Legal Name: * _____ Date of Birth: * _____

Name if Different from Legal Name: _____

Patient/Client Medical/Dental Record Number: _____ Patient/Client Phone Number: _____ Patient/Client Email: _____

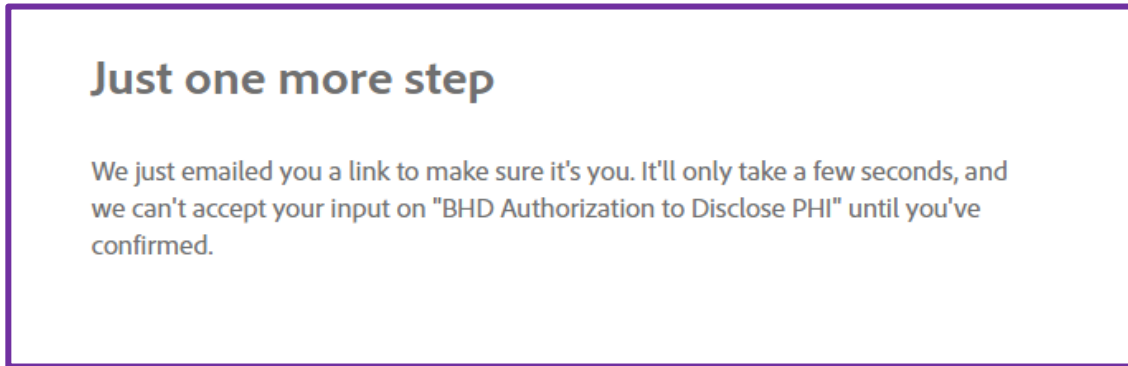
Sign and submit form by clicking “Submit”.

The screenshot shows a digital signature form with two main sections. The first section is for the client/patient/guardian/legal representative, with fields for 'Signature of Client/Patient/Guardian/Legal Representative', 'Printed Name', and 'Date'. A red arrow points to the signature field. The second section is for a parent of a minor or witness, with fields for 'Signature of Parent of Minor, or Witness, if Client/Patient makes a mark instead of a signature', 'Printed Name', and 'Date'. A red arrow points to the 'Submit' button. Below the form is a black footer with white text: 'By form filling, I agree to this agreement, the [Consumer Disclosure](#) and to do business electronically with CLACKAMAS COUNTY OREGON.' The 'Submit' button is a blue circle with white text.

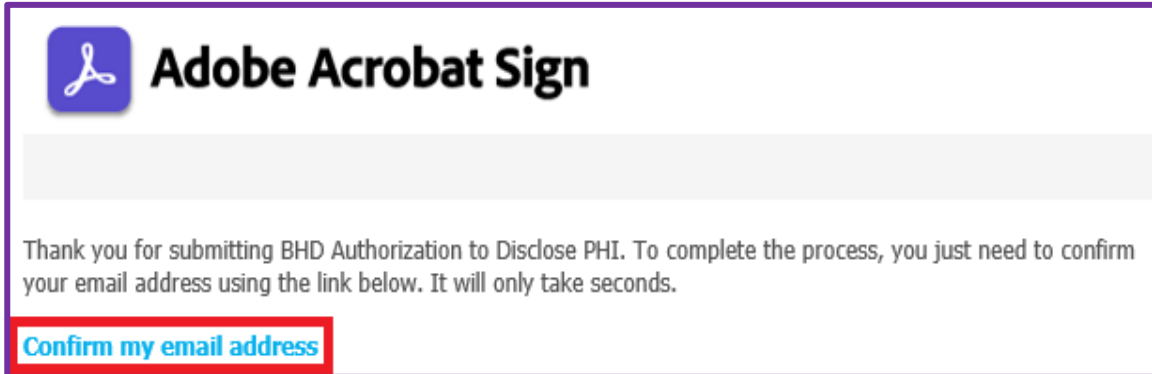
A pop up will request a current email address. Enter your email address. Click “Submit”

The screenshot shows a pop-up window titled 'Enter Your Information' with a close button (X) in the top right corner. Below the title is a horizontal line. The text reads: 'Please enter your email and then click to submit this document.' Below this is a text input field with the placeholder text 'Email'. At the bottom right of the pop-up are two buttons: 'Cancel' and 'Submit'.

Read the notification about “Just One More Step”. **Look for an email in your email inbox or spam folder.** This may take up to 15 minutes to be received.



An email will be sent to confirm the email address (This may take up to 15 minutes to receive.) **Required Step: Click on “Confirm my email address”.**



A notification of verification will appear and a final confirmation email will be sent with a link for review. The release of information will be processed by Clackamas County.