SANTA LUCIA
NEUROSCIENZE E RIABILITAZIONE

CREATION AND MANAGEMENT OF DIGITAL SIGNATURES

Index

In the Area "DOCTOR PRESCRIBING THIS HOSPITALIZATION" of the Admission Request Form (page 3) the doctor must kindly insert his/her digital signature. If you do not have a digital signature, it's easy to create. The whole process takes approximately 5 minutes. After that you can be using your digital signature in just three clicks.

Creating your digital signature

1) Select with double mouse click the field "Doctor's signature".

2) In the window that appears, open the drop-down menu "Signature As" (first item above) and select "New ID".

3) In the new window that opens, select the last item "New digital ID to be created now" and click on the command "Forward"

4) Should a window with the question "Where to store the self-signed digital ID?" appear, select the option "New PKCS#12 of Digital ID". If you want to use the digital signature with other Windows programs, choose the option "Windows Archive Certificates".

5) In the new window that opens, fill in the fields "Name", "Unit", "Organization" (your Hospital or other medical organization you belong to) and "email". Other fields can be left blank.

6) Click on "Forward" and in the window that opens, click on "Browse" to store the digital signature on your computer. Enter in the required fields the desired password and password confirmation (keep secure for future use of the digital signature).

7) Click on "Close" to complete the procedure for creating and storing the digital signature. CAUTION: In this final step of the digital signature creation process, the program can alternatively ask to save the document instead of the signature. By clicking on "Close" or "Save" (depending on the operating systems and software editions you use) the digital signature can be stored on your computer together with the pdf form. Nevertheless the digital signature is also automatically stored in the management system and can be used in the future for other documents by inserting the personal password.

The Digital Signature in the Admissions Request Form

1) Make sure the module (in pdf format) has been saved on your computer (if you are in web preview mode, you can not digitally sign).

2) Select with the mouse double-click the field "Doctor's Signature".

3) Enter password in the window that appears

4) Click the button "Save" to store the pdf form, complete with digital signature. CAUTION: In the case of some operating systems and software editions, after you enter the password (point 3 above) you must instead select the file containing the digital signature at the point where it was stored on your computer and then click on "Save". The signature now appears on the Admission Request Form, which can be saved and closed. In this second mode of affixing the digital signature on the form, the file containing the signature can be displayed in the explorer/finder window as not selectable, but is has actually been selected and inserted into the module.