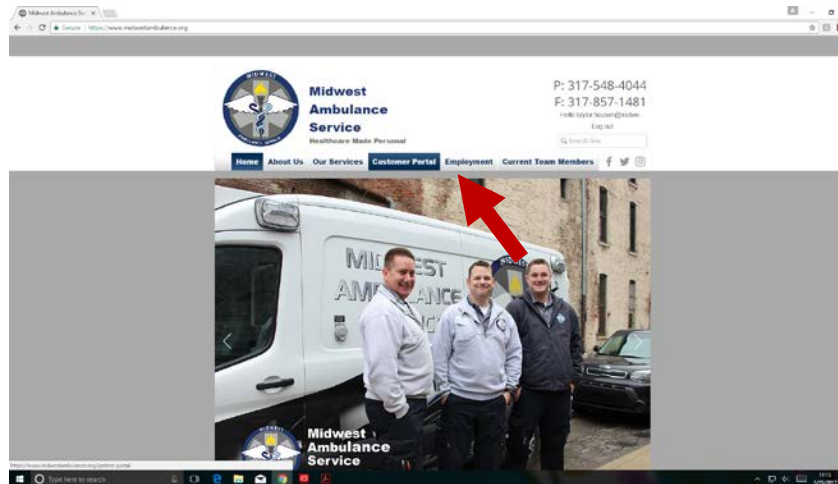
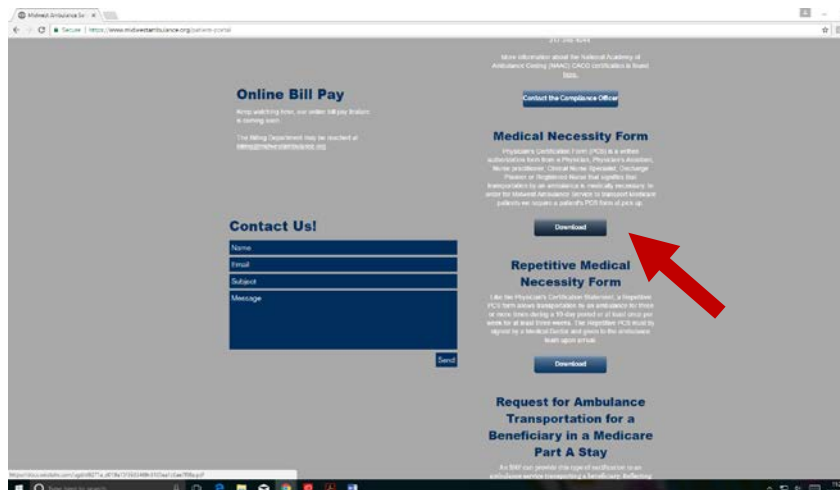


# How to Digitally Sign a PCS

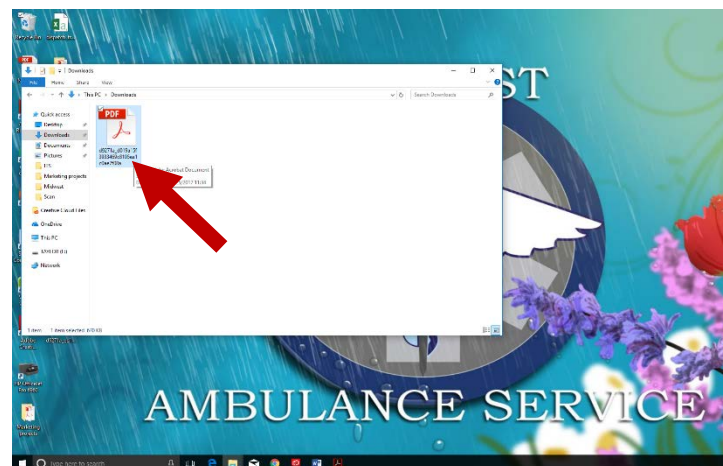
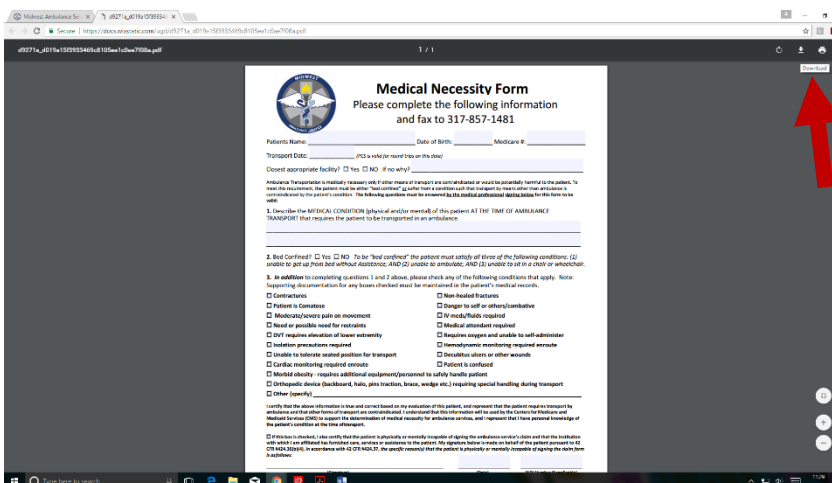
Step 1: Go to [midwestambulance.org](http://midwestambulance.org) and Click on "Customer Portal"



Step 2: Scroll down to Medical Necessity Form or Repetitive Medical Necessity Form



Step 3: Download the form to your desktop and open it using Adobe Reader



Step 4: Once the form is completely fill out, click the signature box which will prompt a pop up box. Click “Configure Digital ID”.

The screenshot shows a digital signature form with various checkboxes for patient status and medical needs. A dialog box titled "Digital ID Configuration Required" is open, asking if the user wants to create a new digital ID. The "Configure Digital ID" button is highlighted with a red arrow.

Step 5: Select “Create a New Digital Signature”

The screenshot shows the "Configure a Digital ID for signing" dialog box. It offers three options: "Use a Signature Creation Device", "Use a Digital ID from a File", and "Create a new Digital ID". The "Create a new Digital ID" option is highlighted with a red arrow.

The screenshot shows the "Select the destination of the new Digital ID" dialog box. It offers two options: "Save to File" and "Save to Windows Certificate Store". The "Save to File" option is highlighted with a red arrow.

Step 6: Fill out the pop up box to save your digital signature and create a password.

The screenshot shows the "Create a self-signed Digital ID" dialog box. It contains fields for Name, Organization, Email Address, Country, and a Password. The "Create" button is highlighted with a red arrow.

The screenshot shows the "Save the self-signed Digital ID to a file" dialog box. It contains fields for File Name and Password. The "Save" button is highlighted with a red arrow.

Step 6: Click Continue after your digital signature is created. Click “Lock document after signing” and enter your password. If you would like to create a customer signature click Create. Then click “Sign”.

The screenshot displays a digital signature interface for Taylor Houser. The background is a medical form with various checkboxes. A modal window is open, showing the signature 'Taylor Houser' and the timestamp '2017.05.25 11:53:34 -0400'. The modal has buttons for 'Cancel', 'Review', 'Back', and 'Sign'. A red arrow points to the 'Sign' button. Another red arrow points to the word 'determine' in the background form's certification section.

Step 7: Save the form to your desktop and email it to [billing@midwestambulance.org](mailto:billing@midwestambulance.org).

The screenshot shows a medical form with a red arrow pointing to the signature line. The form contains the following text:

I certify that the above information is true and correct based on my evaluation of this patient, and represent that the patient requires transport by ambulance and that other forms of transport are contraindicated. I understand that this information will be used by the Centers for Medicare and Medicaid Services (CMS) to support the determination of medical necessity for ambulance services, and I represent that I have personal knowledge of the patient's condition at the time of transport.

☒ If this box is checked, I also certify that the patient is physically or mentally incapable of signing the ambulance service's claim and that the institution with which I am affiliated has furnished care, services or assistance to the patient. My signature below is made on behalf of the patient pursuant to 42 CFR §424.36(b)(4). In accordance with 42 CFR §424.37, the specific reason(s) that the patient is physically or mentally incapable of signing the claim form is as follows:

\_\_\_\_\_  
(Signature)

**Taylor Houser**  
(Printed Name)

05/25/17 (Date)

000000 (NPI Number if applicable)

☐ MD ☐ DO ☐ PA ☐ NP ☐ RN ☐ CNS

☒ Discharge Planner