

HOW TO SIGN AND SUBMIT INFORMED CONSENT FORM

OPTION 1: Print, complete and sign the form and return the form to the Counseling Center via FAX 361-825-5969 or scan the completed form and email it as an attachment to your counselor. (E-mail is not a secure form of communication)

OPTION 2: Follow the directions below to complete the form electronically, and then download the form and FAX it to 361-825-5969 or email it to your counselor as an attachment. (E-mail is not a secure form of communication)

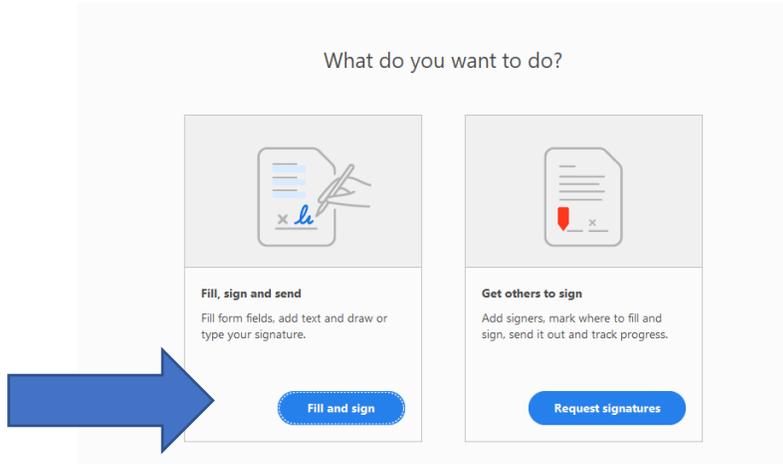
1. You will need Adobe Acrobat Reader DC. If it is not already installed on your computer or device, you can download it for free here: <https://get.adobe.com/reader>
2. Uncheck any optional offers. Click on button "Download Acrobat Reader" to download and install the software.
3. Open the TAO Informed Consent in Adobe Acrobat Reader. You may need to download the document to your computer or device and then open it in Adobe Acrobat Reader.
4. Read the consent form thoroughly. **On the first and second pages of the form, complete the fillable fields (1, 2, 3) on the second page with the names and contact information for a client support person, a second client support person or professional contact, and your preferred local hospital in the area where you currently reside.** This information is required in order to participate in telemental health services. If you have any questions about the consent form, please call (361)825-2703 and ask to speak to your primary counselor or the Counselor on Duty.
5. **On the second page, you will need to initial and sign your name. To add your initials : Click on the Fill & Sign Icon in the right toolbar.**

The image shows a screenshot of a PDF document in Adobe Acrobat Reader. The document contains several sections with red boxes highlighting specific areas for completion:

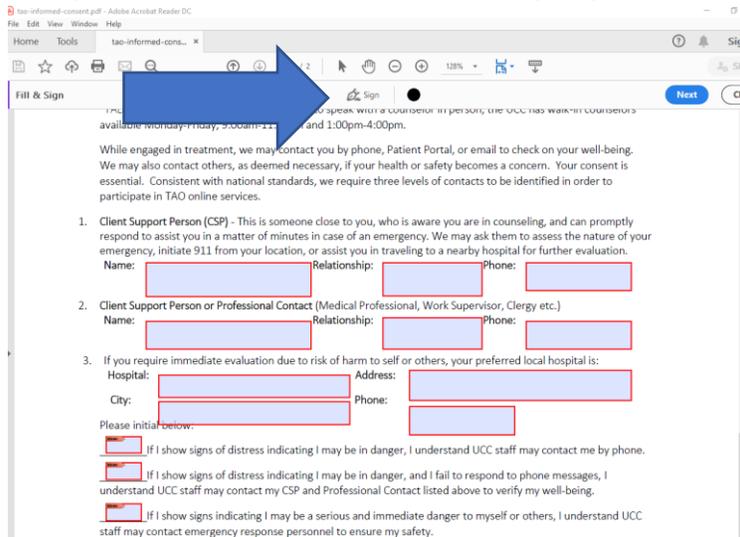
- At the top, two red boxes are placed over the text "Please initial below." and the following three paragraphs of consent text.
- At the bottom, a large red box covers the "Signature of Person Consenting to Treatment" field, and a smaller red box covers the "Date" field.

On the right side, the Adobe Acrobat Reader toolbar is visible, with a blue arrow pointing to the "Fill & Sign" icon. The toolbar also includes "Compress PDF", "Send for Review", and "More Tools". At the bottom of the toolbar, it says "Create, edit and sign PDF forms & agreements".

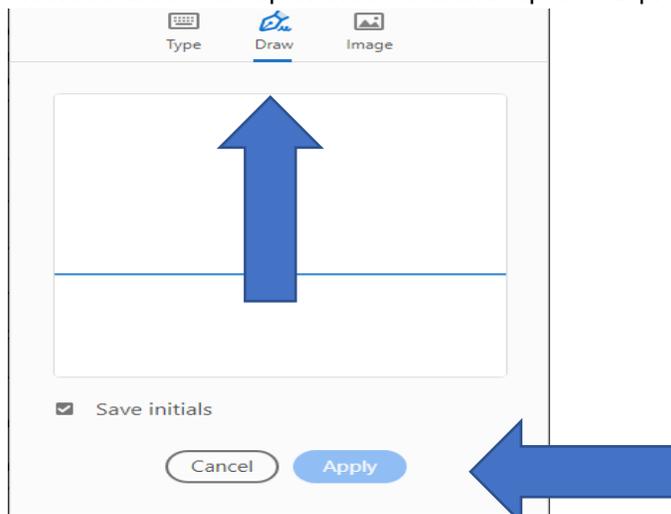
You will then be asked what you want to do. Select **“Fill and sign.”**



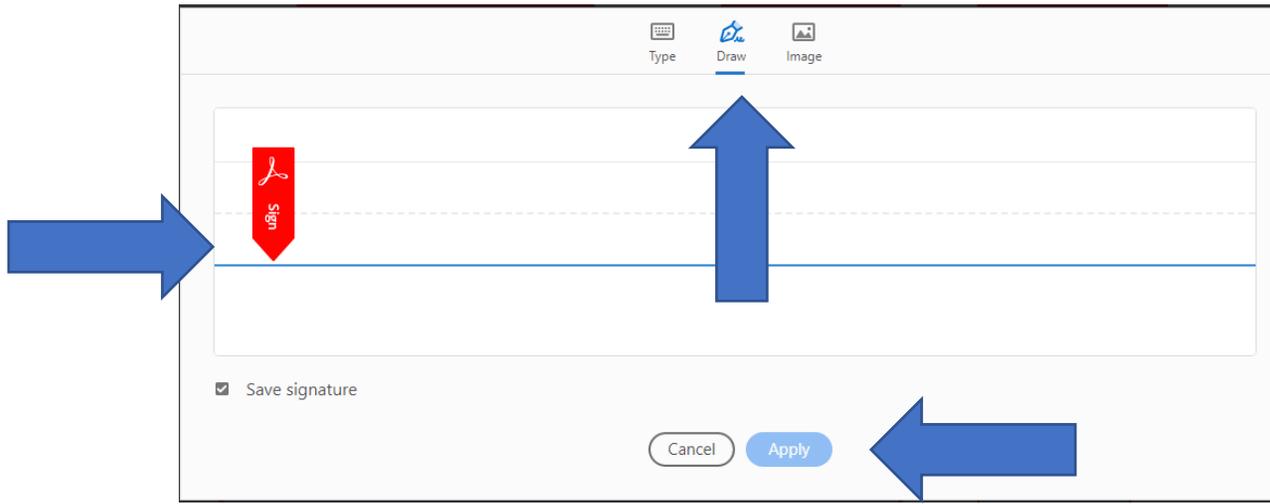
Now you will see the **SIGN** feature at the top of your screen.



When you click on this, you will have the option of adding a signature or adding initials. **Click on ADD INITIALS.** You will get a pop-up box. At the top of this box, select **“DRAW”** and then use your mouse to sign your initials in the box. Click on **“save initials”** if you want to be able to save your initials to be used in future documents. Then click the **“APPLY”** button. Your initials will now be attached to your mouse and you can drag and place your initials in the first box requiring initials. Then return to the **SIGN** feature at the top of the screen and repeat this process for the next two boxes.



6. **To add the signature to the bottom of the form.** Locate the SIGN feature at the top of your screen. When you click on this, you will have the option of adding a signature. Click on ADD SIGNATURE. You will get a pop-up box. At the top of this box, select “DRAW” and then use your mouse to sign your signature in the box. Then click the “APPLY” button.



Your signature will now be attached to your mouse and you can place it in the signature field. Then type the date in the date field.

7. **Go to File menu and select Save.**
8. **You can now submit the saved document to the Counseling Center via FAX or as you can email it as an attachment to your counselor.** Please know that email is not a secure form of communication and your counselor only monitors email during regular business hours. Your counselor will only communicate with you via phone, video conference or secure messages in the portal. If you are in crisis, have questions or need assistance, please call 361-825-2703. For confidentiality reasons, counselors do not provide email responses and will only communicate via secure message in the Patient Portal <https://tamuccportal.pointnclick.com> or by phone.