Supervisor Signature on Required Documents – ADOBE READER DC

- Missed Appointment Documentation
- Phone Correspondence Logs
- Intervention Activity Notes

Anyone under direct supervision to fulfill licensing requirements - OT/PT/BCBA/SLP, etc.

Complete the document and sign where you are required to sign. SAVE AS with a new name – *i.e. Missed Appointment Document for AB 201500000* SEND, by secure electronic means, the saved document to your supervisor.

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ſ	Comment	Fill & Sign	Share	Stamp

SUPERVISOR:

Upon receipt of the document, the supervisor will open and Select the TOOLS option. Select STAMP. Create/Set up the STAMP with required information. (If you already have an electronic signature established, this will not be necessary.)

A Missed Appointment Documentation - stamp test1.pdf - Adobe Acrobat Reader DC (32-bit)								
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From the dropdown menu select DYNAMIC. Choosing this DYNAMIC option will pull information from your computer to complete the stamp with your name, time, and date. A secondary dropdown will appear listing stamp options. Choose either REVIEWED or APPROVED.

You can then drag and drop the stamp where it needs to be placed as well as adjust the size to fit by clicking on it and using the "handles".

Signature:	Date:		
Supervisor Signature:	APPROVED By Susan Rispress at 9:41 am, May 26, 2022		

To save your stamped information onto the document, you will need to do a SAVE or a SAVE AS and give the document a new name. i.e. *APPROVED Missed Appointment Documentation for AB 201500000*. The document should then be uploaded to WVBTT Online by the appropriate authorized person.