SHAC
COUNSELING — DENTAL — HEALTH PROMOTION — MEDICAL
CENTER FOR STUDENT HEALTH & COUNSELING
YOUR PSU WELLNESS RESOURCE

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Instructions: Release of Information Form

Smart Phone Instructions

If you need to remotely complete a Release of Information using your smartphone device, please follow the instructions listed below:

1. Visit the Google Play (Android) or App Store (iPhone) and download *"Adobe Fill & Sign"*; this application is free.

2. Once downloaded, use the hyper link:

   https://www.pdx.edu/health-counseling/sites/g/files/znldhr771/files/2020-04/SHAC_ROI_v04.06.2020_FORM.pdf

3. Send the .pdf to *Adobe Fill & Sign*. The icons below should open the application.

   Apple: ⬆️   Android: ⋮ then ◄ Share

4. Once you are in *Adobe Fill & Sign*, click on each line and type in the information requested. Make sure to complete **all** sections. Sections that require a checkmark can also be filled by typing an "X". All information can be filled by typing **EXCEPT** sections E and F.

5. In Sections E and F, touch the line requesting a signature or initial, then press the icon that looks like a fountain pen. The icon will prompt you to create a signature or initials by touching the screen with your finger. *Sections E and F must be signed and not typed.*

6. Adjust the size and location of the signature or initials to fit the line using the pinch and zoom features on your smartphone.

7. Once the ROI is complete, save the document to your phone. You can upload it directly to SHAC through the patient portal. Log in with your ODIN username and password by going to https://mychart.shac.pdx.edu/. Click on 'Message' on the left-hand side, and then choose 'New Message'. Then you will choose 'Upload forms and medical records'.