

Topic: Utilization of Electronic Signatures for VFC Renewals and/or Enrollment

Request Date: June 21st, 2017

Information Requested: We are interested to know from other IIS:

1. Is your state currently utilizing an electronic signature or DocuSign for VFC Renewals and/or Enrollment?
2. What process occurred in order to get the Workflow implemented?

Requesting Member: Melanie Bird (WI)

Responding Member(s): Balijir Ezra (DC), Bridget Ahrens (VT), Brittany Ersery (KS)

Results:

DC: DC IIS, we're at the final stages of the procurement process. Juicedtech is the vendor we plan to partner with.

VT: Vermont Immunization Registry does not currently have VFC enrollment functionality. (No electronic signature capacity.)

KS: Kansas has been using electronic signature for VFC Renewals for the past 2 renewal years. To set up the process (see next page for process description), Kansas reached out to their agency's legal department for approval to capture electronic signatures.

Legal Protocol for Electronic Signature



1. There must be a check box for the user to select that states the following "I agree to the above terms and conditions set forth by the Kansas Immunization Program."
 - a. For example:

Signature

I agree to the above terms and conditions as set forth by the Kansas Immunization Program.

2. When the user selects the check box the following message must appear:



3. The user must select a box that is labeled "I Accept".
4. Once the user selects a box that is labeled "I Accept", the users name must appear in the signature line with an indicator of electronic signature.
 - a. For example:

Signed electronically by: Bee Wise

5. The user must select a box that is labeled "Submit".
6. There should be an option for the user to print the electronically signed agreement.