

## Adding a digital signature to the GOS 18

1. First click on the signature field.
2. A box that is very similar to the one on the right will appear (Figure 2).
3. If you have an existing signature you can select the option for where it can be found. If not select new digital ID and click "next".
4. You will then be asked to enter your details. Enter your name, email address and change the country or region to the correct one. United Kingdom is listed under GB. (Figure 3)
5. After you click "next" you will be asked to create a password. The usual password rules apply combinations of numbers, letters and symbols being the most secure. (Figure 4)
6. Adobe will give you an indication of the password strength.
7. Confirm the password in the second box.
8. You can also change where the signature file is saved. For most people the default will be fine, so don't change this unless you know what you are doing.
9. Once you click next you see a screen where you can see your newly created digital signature. If you enter the password and click "Sign", you will be given the option to save the form. You can then send the completed form with the digital signature via your NHS mail account.
10. The completed form shows a digital signature with details of who and when the file was signed.
11. Next time you need to sign a form you simply click on the signature field and enter the password.

Figure 1

GOS 18 Part One – This part must accompany any referral made to an Eye Department

STATEMENT: The reason for this referral has been explained to the patient or guardian who agree to information being exchanged between the Hospital Eye Service, their General Medical Practitioner (delete any not consented to).

If appropriate, Guardian's name and address

Signed (optometrist/OMP) \_\_\_\_\_ GOC/C

Figure 2

Add Digital ID

I want to sign this document using:

- My existing digital ID from:
  - A file
  - A roaming digital ID accessed via a server
  - A device connected to this computer
- A new digital ID I want to create now

Cancel < Back Next >

Figure 3

Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Smith

Organizational Unit: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Email Address: JohnSmith@gmail.com

Country/Region: GB - UNITED KINGDOM

Key Algorithm: 1024-bit RSA

Use digital ID for: Digital Signatures and Data Encryption

Cancel < Back Next >

Figure 4

Add Digital ID

Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog.

File Name: /Users/pghampson/Library/Application Support/Adobe/Acrobat/11.0/Security/ Browse...

Password: \_\_\_\_\_

Confirm Password: \_\_\_\_\_

Not Rated

Cancel < Back Finish

Figure 5

Sign Document

Sign As: John Smith (John Smith) 2019.11.07

Password: \_\_\_\_\_

Certificate Issuer: John Smith Info...

Appearance: Standard Text

John Smith Digitally signed by John Smith  
DN: cn=John Smith, o, ou, email=JohnSmith@gmail.com, c=GB  
Date: 2014.11.07 12:42:00 Z

Lock Document After Signing

Click Review to see if document content may affect signing Review...

Cancel Sign

Figure 6

STATEMENT: The reason for this referral has been explained to the patient or guardian who agree to information being exchanged between the Hospital Eye Service, their General Medical Practitioner (delete any not consented to).

If appropriate, Guardian's name and address

Signed (optometrist/OMP) John Smith Digitally signed by John Smith  
DN: cn=John Smith, o, ou, email=JohnSmith@gmail.com, c=GB  
Date: 2014.11.07 12:42:00 Z GOC

## Adding a second digital signature to the GOS 18

12. Click on the arrow next to your name at the top of the box. This reveals the option to create a new ID.
13. Follow the same steps as before but with the new details.
14. Once this has been done when you click the signature box you can choose who to sign the form as. To confirm you must enter your password to sign the form.
15. As long as passwords are not shared with others, then there is no real risk of someone signing the form with your ID.

A video guide to this process will be made available via the LOCSU website.

Figure 7

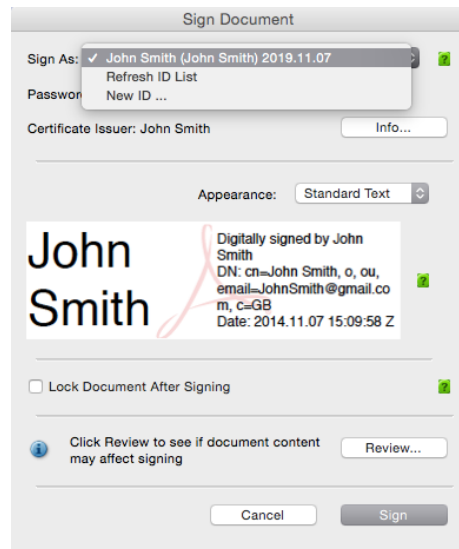


Figure 8

