

Instructions for Completing and Sending Patient Forms

Before proceeding, insure that you have Acrobat Reader, version 8 or above, installed on your computer. If you do not have Acrobat Reader, or if you need to upgrade to the latest version, [download it from the Adobe website](#).

Step 1: Downloading all the forms in each packet

- a. **Where to save the form files.** Find a place on your computer to save the forms. This could be on your Desktop or in your my Documents folder. If you like, create a folder and name it to hold these forms.
- b. **Download and save the form.** Right-click the linked (underlined) title of the first form (Registration). A menu will pop-up and one of the choices will allow you to download and save the form. Choose a location on your computer's hard disk you selected in Step 1a and save the form PDF file.
- c. Repeat Step 1b for each form in the packet.

Step 2: Complete each form

- a. **Locate a form.** Find the first form PDF file in the location you chose in Step 1a and double-click it. This will open the form in Adobe Reader.
- b. **Print it if you want to complete with pen and paper.** If you want to fill out the form on paper with pen, choose File > Print and print out a copy of the form.
- c. **Or complete the form on your computer.** If you want to complete the form on your computer, use your mouse or the Tab key to navigate the form. Type in your answers for each field. Check boxes can simply be clicked with your mouse.
- d. **Signing the form.** Note that the signature field at the bottom cannot be completed on your computer. If you are bringing the completed paper forms to the office, you can print the completed form on paper and then sign it. If you are sending the forms to Dr. Masiello using the secure YouSendIt drop-box, you will sign the forms when you come for your first office visit.
- e. **Save the form.** When the form is completed, save it back to your computer disk using File > Save. Note: if you do not have Acrobat Reader version 8 or above, you will not be able to save the form with the information you typed.
- f. **Print the completed form (optional).** Print the form if you would like a paper copy for yourself, or if you are bringing the paper form with you to the office.
- g. Repeat steps 2a through 2f for each form.

Step 3: Sending your forms electronically.

- a. **Go to YouSendIt Drop Box.** Go to [Dr. Masiello's secure YouSendIt drop-box](#)
- b. **Complete your information.** Put in your email address, the subject, and any message you wish to include with the forms.

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- c. **Choose the first form to send.** Click the Choose File button and select the first completed form PDF file on your computer's hard disk that you want to send.
- d. **Add and choose additional forms.** If you have another form file to add, click the "Add another file" link. Another Choose File will appear. Repeat Step 3c for the next form.
- e. **Send all the forms.** When you have chosen all the forms you want to send, click the Send It button.
- f. **Confirm.** You will receive confirmation on the drop-box page that your forms have been sent, and you will also receive an email confirmation sent to the email address you provided.