

OLYMPUS FAMILY MEDICINE

Completing Fillable Forms Guide

Completing Form on Computer (Desktop or Laptop):

1. Open one of the following web browsers:
 - Google Chrome
 - Firefox (Select 'Open with Different Viewer' → 'Open with Adobe Acrobat Reader')
 - Internet Explorer (**Not Supported**)
2. Go to www.olympusmed.org
3. Select "Forms" tab
4. Choose the correct form title of the document you are needing to fill out
5. Fill out all indicated fields on the document
6. Once complete, **DO NOT** click the "Download & Save" option
7. You must go to: File → Print → Change "Printing Destination" to "Save as PDF"
8. Save the document, then email the attachment to: **FamilyCare@OlympusMed.org**

Completing Form on Smart Phone or Tablet:

1. Download the free app: "**Adobe Fill & Sign**"
2. Click "Select a form to fill out" option
3. Select "Web Search"
4. Type "Olympus Family Medicine" in the Google search field
5. Click on the Olympus Family Medicine "Website" link
6. Select the options tab to the right of the screen:



7. Select "Forms" tab
8. Choose the correct form title of the document you are needing to fill out
9. Click the "Fill Form" option at the top of the screen
10. Fill out all indicated fields on the document by clicking on different areas and choosing the appropriate fillable method:
 - Text Field (*Select area and begin typing*)
 - Circle Option (*Select area, then choose the "..." option to change to ○*)
 - Checkmark (*Select area, then choose the "..." option to change to ✓*)
 - Initial (*Select signing icon on bottom of screen, then choose "Create Initials"*)
 - Signature (*Select signing icon on bottom of screen, then choose "Create Signature"*)
11. Once done, select the "Export" option on the lower righthand side of the screen, then email the document to: **FamilyCare@OlympusMed.org**

Congratulations, you are now finished! If you have any additional questions or concerns, please feel free to contact our staff directly at: 972-377-0322. Otherwise, we look forward to speaking with you at your upcoming appointment. Thank you for trusting *Olympus Family Medicine* with your healthcare needs!