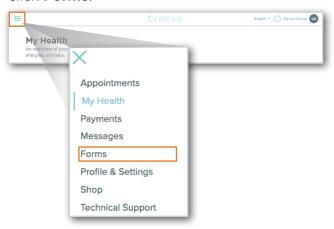




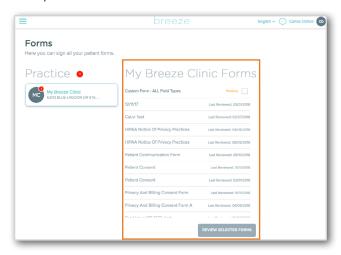
Completing Forms

Your practice may require you to complete forms prior to visiting the office. **Web.gobreeze.com** simplifies this process by allowing you to fill these forms out on any web browser.

 On your web.gobreeze.com homepage, click the menu button in the top right and click Forms.



2. On the forms page, you will be able to complete new forms and review previously completed forms.

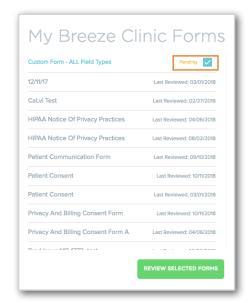


If your practice has assigned you a form to complete, a notification badge will appear on the practice tile.



To complete the form in question:

 a. Review the Forms list and click on any forms listed as Pending then click Review Selected Forms.

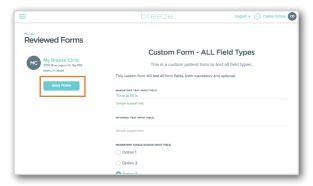


Note: Your practice may have its own specific forms required for completion. Please speak to your practice regarding any questions you may have about those forms.





 b. On the **Reviewed Forms** page, fill in the required fields and cick **Sign Form** when completed.



3. Once completed, the form will appear on the list with a **Last Reviewed Date**.

