How to Electronically Sign the PKT-03 State of Emergency or Pandemic Telework Packet

From the link provided in email or from the MSDH Intranet link, click to open the initial page. The Power Form Signer page will open.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:

Workforce Member Name and Email *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:

Workforce Member Enter Name and Email AGAIN

Your Name:

Your Email:

Your Role:

Office/Program Dir/Regional Admin

Your Name:

Your Email:

Your Role:

Health Information Technology OHIT Member

Your Name:

Your Email:

Your Role:

HIPAA Privacy Officer

Your Name:

Christin Williams

Your Email:

christin.williams@msdh.ms.gov

Your Role:

Human Resources Office

Your Name:

Human Resources

Your Email:

telework@msdh.ms.gov

[Begin Signing]

1. Employee (Workforce Member) must provide the name and email address for each position on the list. Employee is the Workforce Member (must be entered TWICE).

2. Employee must complete the name and email address of the approving supervisor, i.e. Office Director, Program Director or Regional Administrator.

3. The Health Information Technology Officer's name is based on office location.

Location	OHIT Member
Airport	Robin Butler
Atrium	Keith Junkin
County Health Departments/WIC	N/A – Normal operations
Highland Colony	Marcus Conway
Jackson Medical Mall	Albert Brown
Lefleur's Square	Marcus Conway
Osborne Building	Jarrett Simmons and Dorthy Young
Plaza 1	Keith Junkin
Plaza 2	Keith Junkin
Rad Health/Pharmacy	Albert Brown
Regional Offices	Stephanie Hedgepeth
Starkville	Robin Butler
Thompson Lab	Charles Jackson
Underwood – Floor 1	Nick Creel
Underwood – Floor 2	Robin Butler
All Others	Dorthy Young

4. Click on the **Begin Signing box** in the bottom right corner. When the document opens, click the yellow **Complete and Send** box. When the Addressing Complete window opens, click on the **DONE** box. Then click on Close on the next page.
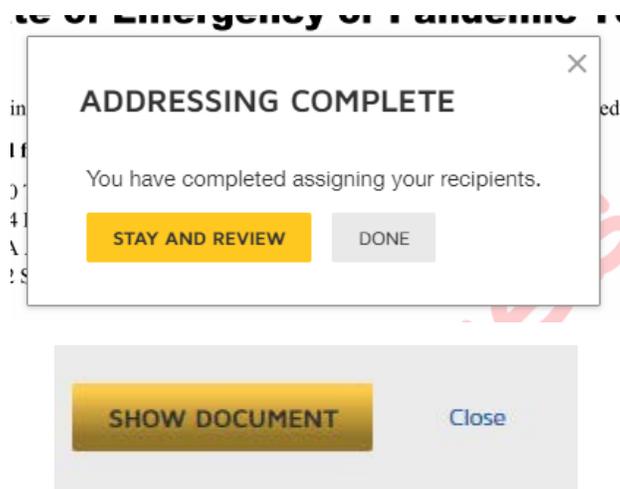
This will close the DocuSign initiation step and should send the employee an email.

5. Go to your email box, open the DocuSign email and click on the yellow **Review Document** box or go to your DocuSign account Inbox and start the signing process.

6. When the document opens, a yellow **START** tag will be evident in the upper right corner. Click on this to begin the process of completing the forms.

7. The yellow **START**, **FILL IN** and **NEXT** tags help guide you to complete all the required fields and add appropriate signatures. Required fields are outlined in RED. Optional fields are outlined in GRAY. If you don't need to add information to a required field, you may type "NA".

8. Page 4 of the **Telework Agreement** has fields to list a description and address of where you will telework from (such as your home or apartment).

9. Page 5 of the **Telework Agreement** has fields to list any and all property you wish to use for telework purposes. **This can include any tech equipment and devices such as computers, laptops, cell phones, jump/thumb drives, etc. <mark>This can also include other types of MSDH property with an inventory number.</mark>**

   a. **"Equipment, Supplies, and Department Assets" Section**: Provide the types of *MSDH* property that you wish to use while working remotely. Provide as much information as possible. <u>Leave blank the "Date Returned" column.</u>

   b. **"Special Conditions and Additional Agreements" Section**: Provide the types of tech equipment and devices *that you personally own* that you wish to use while working remotely. Provide as much information as possible, such as type of device, manufacturer, serial number, service provider, and model.

      <u>It is vital to fully complete and initial this section. OHIT approval is required for any tech equipment and devices.</u>

10. Click on the yellow **SIGN** tag to add required signatures. DocuSign will add the Name and Date Signed in the designated fields.

11. The **Hand Receipt of State Property Form 1134** is required by the Office of the State Auditor for any state items removed from work areas. *This will only be the MSDH items listed on page 5 of the Agreement in the* **"Equipment, Supplies, and Department Assets" Section**. This form must be signed by the employee. The Office/Program Dir or Regional Administrator will sign for the Responsible Person and the Office/Program Dir or Regional Administrator field to expedite the process. If any tech equipment or devices are included, this form must also be signed by the designated OHIT Member.

12. The last page is an **Acknowledgement of Receipt of the Privacy Policy and Procedures Manual M-906.** This manual is available on the MSDH Intranet and must be reviewed by all employees. The signature of the employee is required for this page.

13. When all forms are completed the employee will click on the yellow **FINISH** box. This will send the completed forms by email to the designated supervisor for approval. When all signers have completed the documents, email copies will be sent to all signers and the designated copy holders.