



Electronic Forms

July 10, 2024

Introduction:

We have created a new process that allows people to fill out various forms online, either at intake or throughout the year as needed.

Instructions:

1. Go to triangle-inc.org/forms
2. You'll see these **instructions** at the top of the page:
Please click the title of the form you'd like to complete, then complete the form. When you're done, please click "Submit" at the bottom of the form. You will still be on this page and can continue to fill out other forms.
3. Then you'll see a **list of the forms that are available:**

Emergency Medical and Routine Medical Care	▼
Consent for Emergency Protective Hold and Behavior Plan	▼
Media Consent	▼
Cable and Authorization for Management of Funds	▼
Confidentiality and Release of Information	▼
Were you asked to complete an individual form? Click here!	▼

- Note: Some are listed in pairs, but if someone only needs to fill out one form, the bottom tab has a list of all available **individual forms** (see *screenshot on next page*):

Were you asked to complete an individual form? Click here!

If you were asked to complete an individual form, please click the link below to submit just one form. Each form will open in a new tab.

- [Media Consent Form](#)
- [Authorization for Emergency Medical Treatment](#)
- [Informed Consent Routine and Preventive Medical Care](#)
- [Consent for Emergency Protective Hold](#)
- [Agreement to Participate in Positive Behavior Support Plan](#)
- [Cable Consent Form](#)
- [Authorization for Management of Funds](#)
- [Confidentiality](#)
- [Authorization for Release of Information](#)

4. Once you **click on the title of the form you'd like to complete**, you will see the **sections to fill out**.

Emergency Medical and Routine Medical Care

Triangle, Inc.

Disability Services

[Authorization for Emergency Medical Treatment](#)

[Informed Consent Routine and Preventive Medical Care](#)

[Preview PDF, Save, and Submit](#)


5. **Click on the first title section** and read the information, then **begin completing the fields.**
 - **Required fields are marked with an asterisk.**
 - **Use the scroll bar to move down to see more fields.**

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

In the event of an emergency, I authorize TRIANGLE to provide or arrange for emergency medical treatment for: *

6. **Use your mouse to sign where required.**

Individual's Signature *

Sign Here 




Clear

Date *

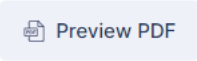
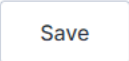
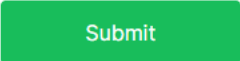
MM/DD/YYYY 

7. Once you're done, scroll down to the section that says "**Preview PDF, Save, and Submit.**" Here, you'll be able to do all three of those:
- **Preview PDF:** see what the completed PDF will look like
 - **Save:** you will be required to enter an email address to save (see step 9)
 - **Submit:** this will submit the completed form to Triangle (see step 10)
 - It will also ask for an **optional email address.** Please enter an email address if you'd like to receive a completed copy of the form and confirmation that the form has been submitted successfully.


Preview PDF, Save, and Submit 

Please enter an email address here if you'd like to receive confirmation that this form was submitted successfully and a copy of this form.


example@example.com


 Preview PDF  Save  Submit

8. If you click **Save**, you'll get the option to sign up for a Jotform account with Google, Microsoft, or with any email. At the bottom, there's also an option to continue without creating an account, which will allow you to just enter an email address. A link will then be emailed to you with the partially completed form.




Sign up to save submission as a draft

 Sign up with Google

 Sign up with Microsoft

OR

 Sign up with Email

Already have an account? [Log in](#)

[Skip Create an Account](#)

9. Once you click **Submit**, if everything that was required was filled out, you will receive a message that the form was submitted successfully.
 - If you entered an email address, you will also receive the form in your email.



Thank You!

Your submission has been received.

10. If you entered an email address, you should receive an email from Jotform with a PDF of the form.
11. You can go back to triangle-inc.org/forms to fill out other forms.