

Electronic Forms

July 3, 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 click "Start Filling" to 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 a picture of the form. Click **"Start Filling"** underneath the picture.

Emergency Medical and Routine Medical Care



Emergency Medical and Routine Medical Care

Triangle, Inc.
Disability Services

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

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

while pending further medical services.

I understand that TRIANGLE will not make any effort to contact me or mine to provide care for the resident.

I understand that I am free to withdraw consent at any time. I give my consent voluntarily, without threat of punishment or denial of service. I have discussed this release with my general attorney, my attorney and have had my questions answered. This consent expires after one year.

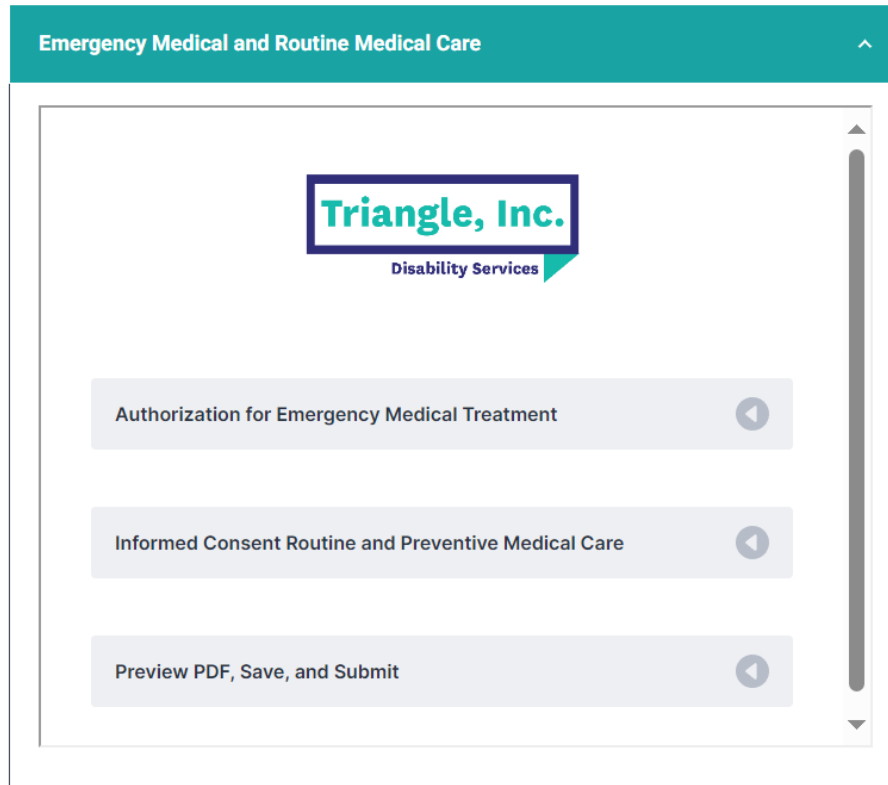
Subscriber's Signature _____ Date _____

Signature and Title of Person Obtaining Consent _____ Date _____

Legal Guardian's Signature _____ Date _____

START FILLING →

5. You will now see the **sections to fill out**.




6. **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: *

7. Use your mouse to sign where required.

Individual's Signature *

Sign Here 

Clear

Date *


MM/DD/YYYY 

8. Once you're done, click on the bar 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.

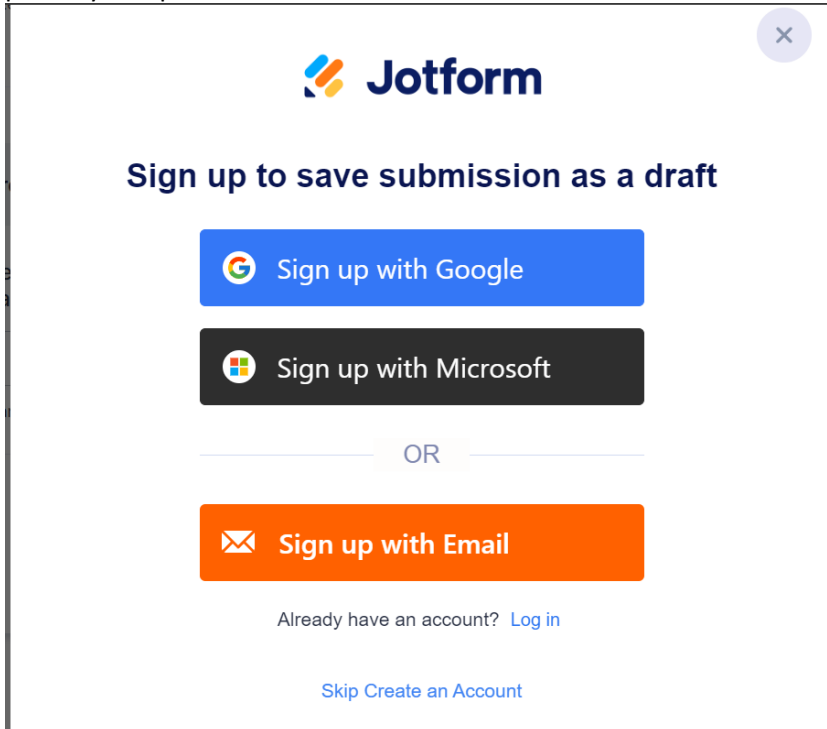
example@example.com

 Preview PDF

Save

Submit

9. 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.



10. 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.

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