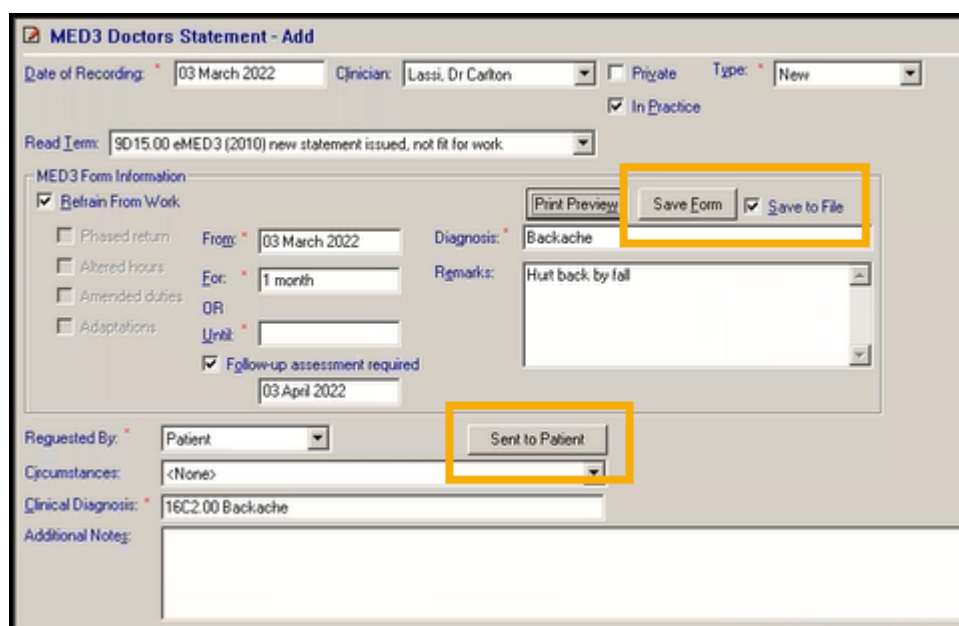


## Electronically Signing and Sending an eMED3 in Vision 3

To record that a **MED3** has been, or is going to be, sent electronically to the patient, for example, by email, as opposed to handed it to them, you now have the option to save the form as an electronic file and to mark the **MED3** as **Sent to Patient**:

To save an electronic version for sending and marking as sent:

1. Create the **MED3** in the usual way, see [Adding a MED3 in the Consultation Manager Help Centre](#) for details if required.
2. Once completed, tick **Save to File**, the **Print Form** option changes to **Save Form**.
3. Select **Save Form**:



4. The file saves in  
p:\WORDPROC\EMED3\EMED3\_NNNNNNNNNN\_YYYYMMDD\_hhmmss.  
pdf where NNNNNNNNNN is the patient's NHS Number, YYYYMMDD is  
the date created and hhmmss is the time created. You can access this  
from your **File Explorer** to, for example, attach to an email.

 **Note** - If you edit an existing **MED3**, **Vision 3** creates a new file with the relevant file name, see [Editing a MED3 Form in the Consultation Manager Help Centre](#) for details if required.

5. To record you have sent this **MED3** electronically, select **Sent to Patient**. The date, time and 'MED3 form sent to patient' automatically displays in **Additional Notes**.
6. Finally, select **OK** to save.

