

Forms for patients under 18 should be completed by parents. Patients 18 or over must sign their own forms.

There are three options:

Printing forms completed by hand and to send or bring to the office

1. Simply click on each form under the appropriate section.
2. Click on the print icon. (Usually in the upper right corner. Point the cursor there.)
3. Complete the form with all signatures.
4. Mail or bring to the office.

The Lakewood Group
2237 Ridge Rd.
Rockwall, TX 75087

Emailing hand completed forms to the office

1. Complete steps 1-3 above.
2. Scan the forms in PDF format using your scanner. It can all be in one PDF file.
3. Send to Karla@LakewoodGroup.net with the PDF attached.

Completing and signing forms electronically (without printing them)

1. Click on each form under the appropriate section.
2. Click on the download icon. (Usually in the upper right corner. Point the cursor there.)
3. Do not use the default PDF viewer.
4. Make sure you have Adobe Reader DC on your computer.
 1. To download, click here: <https://get.adobe.com/reader/otherversions/>
 2. Be sure to **uncheck** the optional programs. These programs can interfere with optimum functioning of your computer.
 3. Set Adobe Reader DC as your default PDF viewer.
5. Go to your downloaded Lakewood Group form in the files section of your computer and open it with Adobe Reader. If you have set Adobe Reader as your default PDF reader, it will automatically open.
6. Click "Fill and Sign" on the right menu. You can then fill out the forms on the computer, use TAB to switch to the next blank.
7. There is a pen icon at the top right. Click on that and you can create a digital signature and digital initials for signing the form.
8. Save each form
9. Send to Karla@LakewoodGroup.net with all the PDFs attached.

Feel free to call the office for guidance on these instructions.