

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

1. This QRG shows you how to use DocuSign to send I-Commit Choice Day documents to a team member. Open Chrome or Internet Explorer to view the I-Connect homepage.

2. From the homepage, click **Team member resources** and the **More** button. Then, click **Electronic signature (DocuSign)**.

Note: Here is a direct link for your convenience:

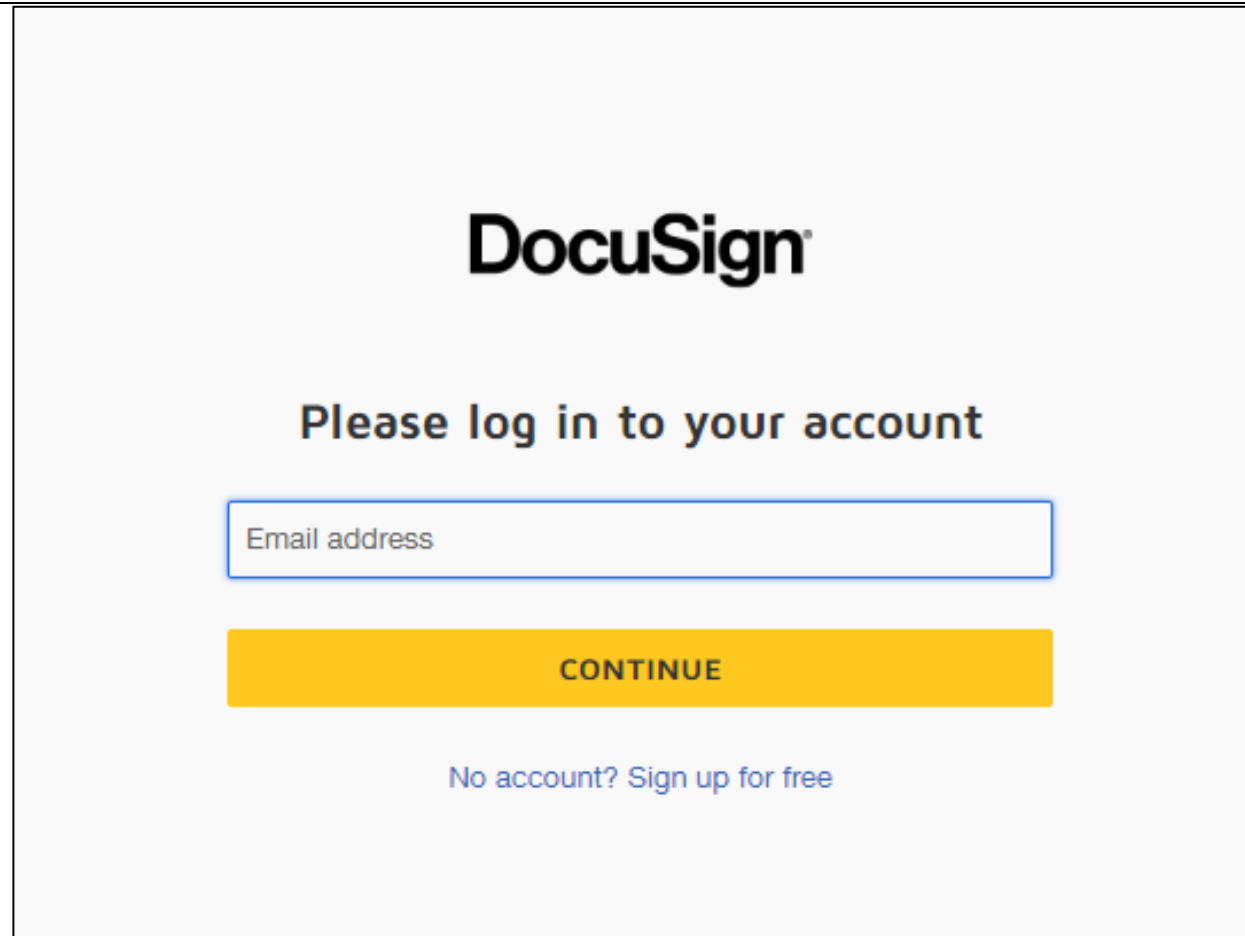
<https://app.docusign.com/home>

The screenshot shows the I-Connect homepage with the following elements:

- Top navigation: The Alert Line | DPS4me | DPS Service Desk 866-9-NOVANT (1-866-966-8268) | Emergency Link
- Top right: (2) | SHARE | FOLLOW | [Icon]
- Header: ? Ideas? Concerns? >
- Main section: Team member resources
- Left sidebar: A list of resources including "Electronic signature (DocuSign)", which is circled in red.
- Right sidebar: A dropdown menu titled "Team member resources" with a list of options including "Electronic signature (DocuSign)".
- Bottom right: A "More" button circled in red.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

3. Enter your **Novant Health email** and click **Continue**.



DocuSign

Please log in to your account

CONTINUE

[No account? Sign up for free](#)

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4. Enter your **Novant Health email** and **network password**. Then, click **Sign in**.



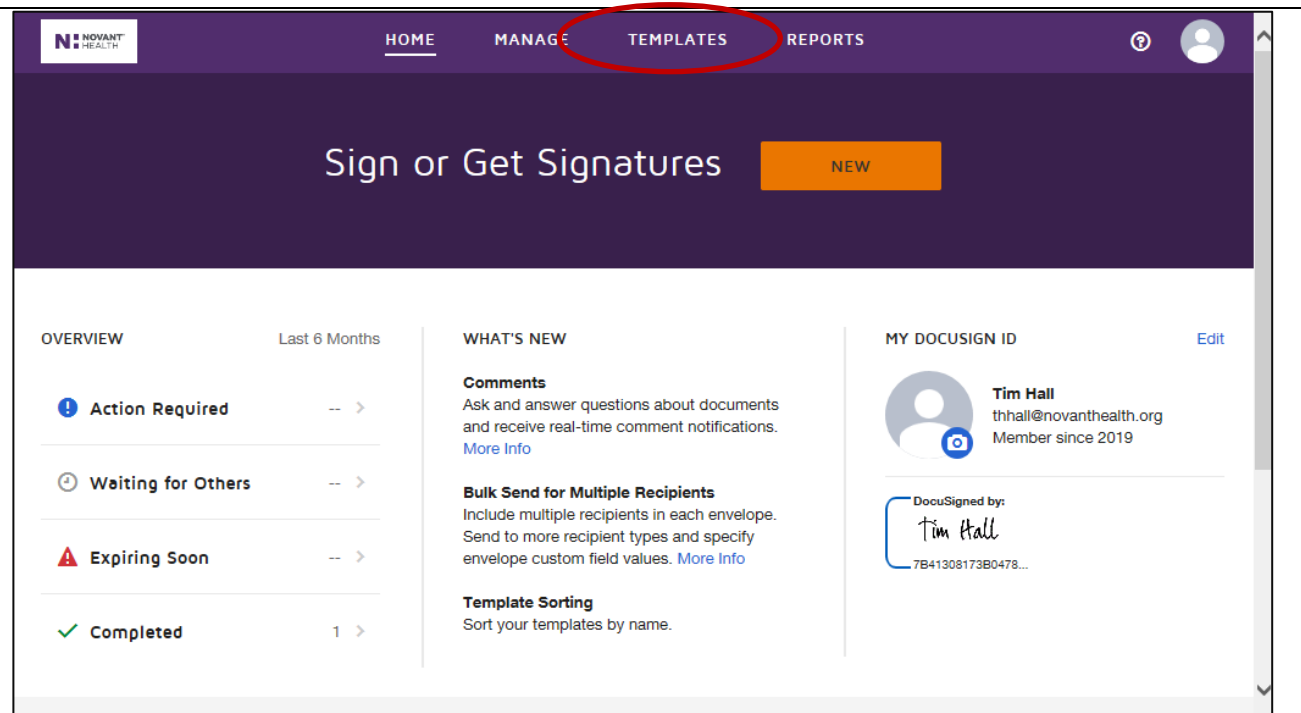
Novant Health, Inc

Sign in with your organizational account

Sign in

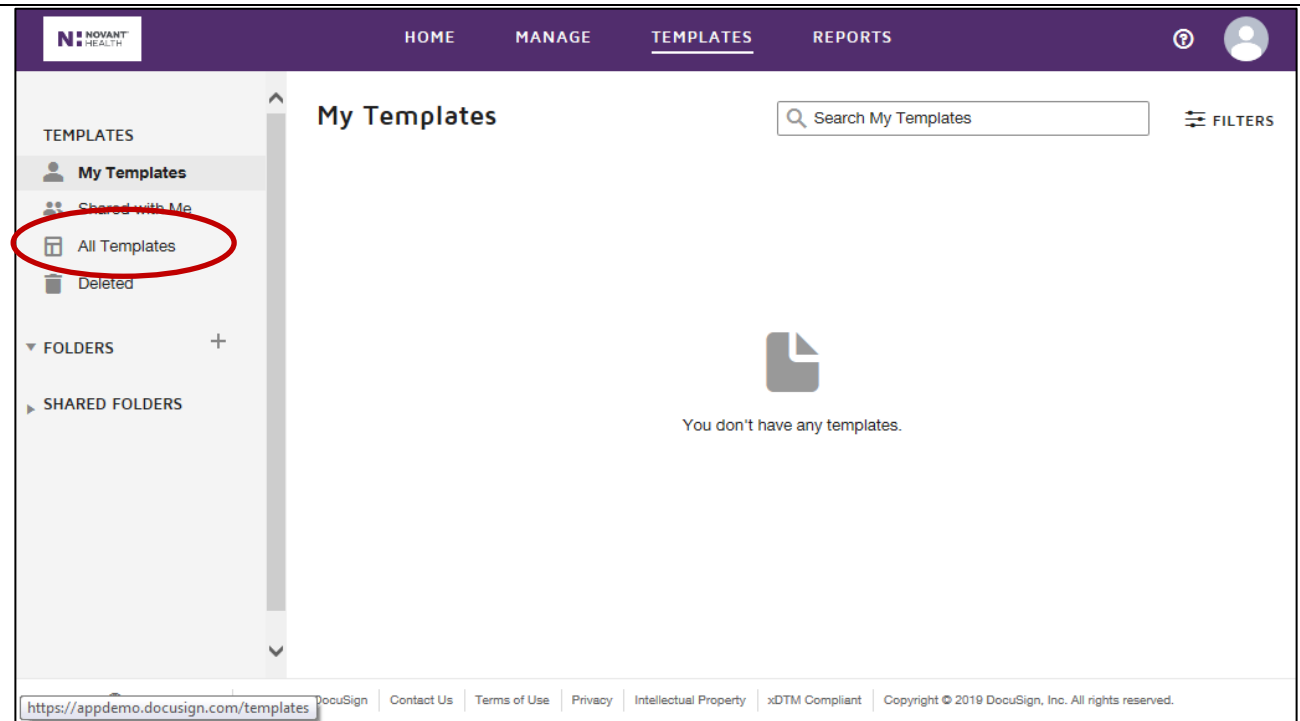
Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

5. Your DocuSign homepage will display. Click the **Templates** tab at the top.



Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

6. Click **All Templates** on the left side.



Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

7. If needed, you can search for the I-Commit template using the **Search All Templates** search field. Once you locate the template, click the **USE** button for either **I-Commit NH UVA** (NH UVA only) or **I-Commit Novant Health** (the rest of Novant Health) based on your location.

The screenshot displays the 'All Templates' interface in the DocuSign system. The left sidebar shows navigation options like 'My Templates', 'Shared with Me', and 'All Templates'. The main area contains a table of templates. The 'I-Commit Novant Health' template is highlighted with a red circle, and its 'USE' button is also circled in red. The table includes columns for Name, Owner, PowerForms, Created Date, Last Change, and Folders.

Name	Owner	PowerForms	Created Date	Last Change	Folders
I-Commit NH UVA Eligible for matching	Alen Brcic		8/5/2019 10:44:38 am	8/6/2019 10:29:08 am	USE
I-Commit Novant Health Eligible for matching	Alen Brcic		5/15/2019 02:58:54 pm	8/6/2019 09:54:51 am	USE
NH - Voucher Payment Request - Short Form - Provider Eligible for matching	Patty Bennett		2/3/2019 09:50:46 pm	6/5/2019 11:30:58 am	USE

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

8. The I-Commit template opens.
Enter the **team member's name** and their **personal email**.

IMPORTANT: Use the team member's personal email since network access will be suspended during Choice Day. If the team member does not have a personal email, be prepared to provide information on setting up a free email using yahoo or Gmail as well as how to access that email using a public library computer, etc.

The screenshot displays the DocuSign interface for an "I-Commit - Novant Health" template. The "Recipients" section is visible, showing two entries:

- 1 Team Member:** The "Name" field is highlighted with a red circle and contains "Team Member Name". The "Delivery" field is set to "Email" with the address "TeamMemberEmail@novanthealth.org".
- 2 Leader:** The "Name" field contains "Leader Name".

At the bottom of the recipient list, there are buttons for "SEND", "ADVANCED EDIT", and "DISCARD". The footer of the interface includes "English (US)", "Powered by DocuSign", and various legal links.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

9. Scroll down and enter leader information.

The screenshot shows the DocuSign interface for an envelope titled "I-Commit - Novant Health". The interface includes a top navigation bar with "HOME", "MANAGE", "TEMPLATES", and "REPORTS". A sidebar on the left contains "TEMPLATES", "My", "Share", "All", "Delete", "FOLDER", and "SHARE". The main content area is divided into sections: "Leader" (circled in red), "Envelope Custom Fields", and a bottom action bar. The "Leader" section contains a "Name" field with the value "Leader Name" and a "Delivery" field with a dropdown set to "Email" and the value "LeaderEmail@novanthealth.org". Below the "Delivery" field is a checkbox for "Private message added". The "Envelope Custom Fields" section contains three fields: "AP Company #" with a dropdown set to "-- Select --", "AP Vendor #", and "AP Vendor Name". The bottom action bar contains three buttons: "SEND", "ADVANCED EDIT", and "DISCARD". The footer of the interface includes "English (US)", "Powered by DocuSign", "Contact Us", "Terms of Use", "Privacy", "Intellectual Property", "xDTM Compliant", and "Copyright © 2019 DocuSign, Inc. All rights reserved."

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

10. Scroll down. Default verbiage has been added to the Email Subject and Email Message to the team member containing instructions about Choice Day. You can customize these messages as needed.

The screenshot shows the 'I-Commit - Novant Health' configuration window in the DocuSign interface. The window is titled 'I-Commit - Novant Health' and has a close button (X) in the top right corner. The background shows the DocuSign navigation menu with options like 'HOME', 'MANAGE', 'TEMPLATES', and 'REPORTS'. The main content area is divided into sections for 'Email Language', 'Email Subject', and 'Email Message'. The 'Email Language' section has a dropdown menu set to 'English (US)'. The 'Email Subject' section has a text input field containing 'I-Commit Improvement Plan - Action Required' and a character count of 57. The 'Email Message' section has a text area containing 'Dear Team Member, Based on your discussion with your leader please find attached the Choice Day document. During your day to' and a character count of 9230. At the bottom of the window, there are three buttons: 'SEND', 'ADVANCED EDIT', and 'DISCARD'. The footer of the window contains the text 'English (US) Powered by DocuSign Contact Us Terms of Use Privacy Intellectual Property xDTM Compliant Copyright © 2019 DocuSign, Inc. All rights reserved.'

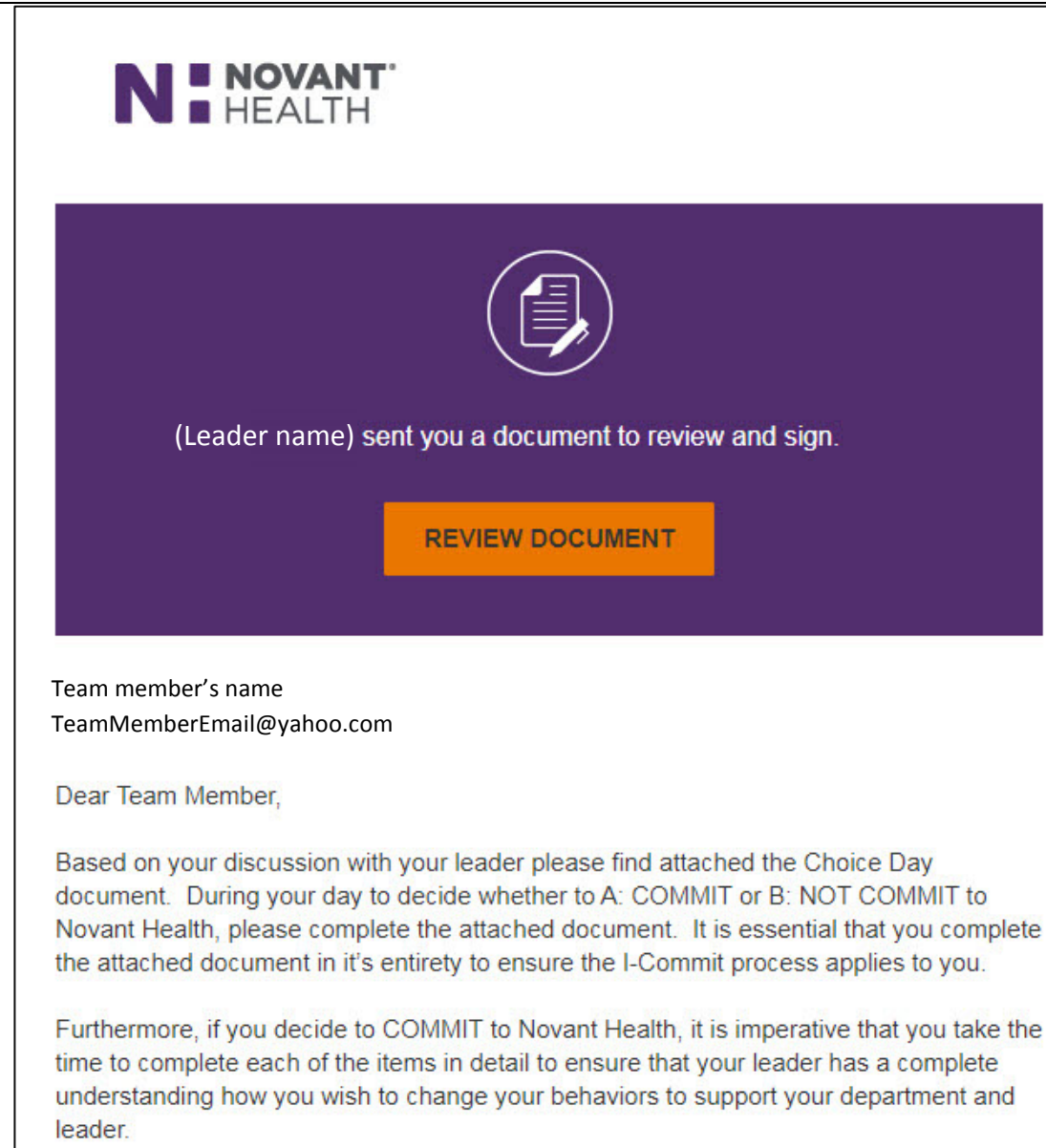
Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

11. Scroll down to the bottom. You can see the default verbiage of the message you will receive once the team member completes the Choice Day documents. Again, you can customize these fields as needed. Click **SEND**. This sends the Choice Day documents to the team member.


The screenshot displays the DocuSign interface for configuring an email. The window title is "I-Commit - Novant Health". The "To" field is "Leader Name". The "Email Language" is set to "English (US)". The "Email Subject" is "I-Commit - Team Member Portion Completed". The "Email Message" field contains the text: "Dear Leader, Your team member has completed the I-Commit document that you have sent to them. Please review and". The "SEND" button is circled in red.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

12. This is an example of what the team member will receive in their personal email. The team member will review the document by clicking **REVIEW DOCUMENT**.



N ■ **NOVANT**
HEALTH



(Leader name) sent you a document to review and sign.

REVIEW DOCUMENT

Team member's name
TeamMemberEmail@yahoo.com

Dear Team Member,

Based on your discussion with your leader please find attached the Choice Day document. During your day to decide whether to A: COMMIT or B: NOT COMMIT to Novant Health, please complete the attached document. It is essential that you complete the attached document in it's entirety to ensure the I-Commit process applies to you.

Furthermore, if you decide to COMMIT to Novant Health, it is imperative that you take the time to complete each of the items in detail to ensure that your leader has a complete understanding how you wish to change your behaviors to support your department and leader.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

13. Once the team member clicks “Review Document,” they will see the I-Commit template for team members.

They must click the “agree” box in the upper left to be able to continue with the template.

The leader will receive an email indicating that the team member has started completing the document.

Please Review & Act on These Documents

Team member's name
Novant Health

Dear Team Member,

Please read the [Electronic Record and Signature Disclosure.](#)

I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS**

NOVANT HEALTH

I-COMMIT

Team Member:

Name:
Job Title:
Dept#:
Emp. ID#:
Date:

Leader:

Name:
Job Title:

Choice Day Acknowledgement

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14. Once the team member clicks the box in the upper left from the previous screen, they can continue completing the document.

The team member enters the information requested in the **Team Member** section and the **Leader** section.

They then check one of the Choice Day options to **not return to work** and resign immediately, or to **return to work** and complete the Improvement Plan.

Note: The team member can scroll through the document, or click the prompts on the far left (see the orange START) to move from section to section.

The screenshot shows a DocuSign document interface. At the top, a purple header contains the text "Please review the documents below." and two buttons: "FINISH" and "OTHER ACTIONS". Below the header is a toolbar with icons for search, zoom, download, print, and help. The main content area features the Novant Health logo on the left and the title "I-COMMIT" in the center. To the right of the title, there is a small red text block: "PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE 999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200 www.docuSign.com". The form is divided into two columns: "Team Member:" and "Leader:". Each column has five input fields for Name, Job Title, Dept#, Emp. ID#, and Date. Below these sections is the heading "Choice Day Acknowledgement" followed by two radio button options. The first option is "I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately." The second option is "I have decided that I will return to work and will follow all polices of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated." Below the options is a text prompt: "The following are concerns that my leader has discussed with me:". At the bottom of the document, there is a footer with "Powered by DocuSign", a language selector set to "English (US)", "Terms Of Use & Privacy", and "Copyright © 2019 DocuSign Inc. | V2R". On the far left of the document, there is a vertical sidebar with an orange "START" button.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

15. Scenario 1 – Team member chooses not to return.

Let's look at the two scenarios. In this scenario, the team member has chosen **not to return**.

They have filled in the information at the top (Team Member and Leader) and checked the circle indicating their choice. They can scroll to the next section or click the orange NEXT button.

Enter text

FINISH OTHER ACTIONS ▾

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I-COMMIT

Team Member:

Name:

Job Title:

Dept#:

Emp. ID#:

Date:

Leader:

Name:

Job Title:

Choice Day Acknowledgement

I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

I have decided that I will return to work and will follow all polices of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

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16. Scenario 1 – Team member chooses not to return.

Note that when the team member chooses not to return, certain fields are inactive that would be active if the team member chose to create an improvement plan (For example: **“The following are the actions that I will take....”** is inactive on this screen.)

The next action the team member is prompted to take is to electronically sign the document.

The team member will click the **Sign** marker.

16. Scenario 1 – Team member chooses not to return.

Note that when the team member chooses not to return, certain fields are inactive that would be active if the team member chose to create an improvement plan (For example: **“The following are the actions that I will take....”** is inactive on this screen.)

The next action the team member is prompted to take is to electronically sign the document.

The team member will click the **Sign** marker.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

17. Scenario 1 – Team member chooses not to return.

After clicking the **Sign** marker from the previous screen, an **Adopt Your Signature** screen will display to assist the team member in choosing an electronic signature.

The team member will enter their full name in the **Full Name** field and their initials in the **Initials** field. The system will suggest an electronic signature under **Preview**. The team member may customize the look of the signature by clicking **CHANGE STYLE**.

When they are satisfied with the look of their signature, they click **ADOPT AND SIGN**.

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name* **Initials***

SELECT STYLE **DRAW**

PREVIEW [Change Style](#)

DocuSigned by:
Team Member Name DS
F27461E6CD8947D... TMN

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN **CANCEL**

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(17. Continued) Scenario 1 – Team member chooses not to return.

Here is what the document looks like after the team member has chosen their electronic signature and click ADOPT AND SIGN.

You can see the electronic signature and date and time stamp.

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I-COMMIT

The following are the actions that I will take to correct and eliminate these concerns:

If we do not hear from you within 24 hours, we will consider you as having resigned your position at Novant Health.

Employee Signature Team Member Name Date 08/17/2019 | 7:11:15 AM PDT

DocuSigned by:
F27461E6CD8947D...

Leader Signature _____ Date _____

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

18. Scenario 1 – Team member chooses not to return.

The team member may scroll to the next section or click the orange NEXT button.

They are prompted to once again sign the document by clicking the **Sign** marker.

This time, the system remembers their signature and adds it.

After signing, the team member clicks **FINISH** to send the document back to the leader.

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

NEXT

If you do not demonstrate significant and sustained improvement, this plan will be concluded, which will lead to the end of your employment with Novant Health. In addition to addressing the concerns outlined in this plan, if there are any additional concerns that arise, further actions may be taken.

We are optimistic that you will take this plan seriously and will meet its requirements. Please be aware, if you meet the requirements of this plan, your improved performance must be ongoing.

Your employment remains at-will and this document does not create an express or implied contract between you and Novant Health, Inc.

If you have any questions or if any information in this Plan is unclear, please ask me for clarification.

Employee Signature **Sign** _____ Date 07/23/2019 | 9:49:20 AM PDT

Leader Signature _____ Date _____

DocuSigned by:
Employee Signature *Team Member Name* _____ Date 08/17/2019 | 7:11:15 AM PDT
F27461E6CD8947D...

Leader Signature _____ Date _____

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

19. Scenario 1 – Team member chooses not to return.

After the team member clicks **FINISH**, the leader receives an email indicating the team member has completed the document.

The leader clicks on **REVIEW DOCUMENT** to review.



(Team member name) sent you a document to review and sign.

REVIEW DOCUMENT

Leader name

[Leader email](#)

PRIVATE MESSAGE

If the team member has committed you will be able to edit their completed comments on how they wish to alter their behavior if you deem it to be insufficient.

Dear Leader,

Your team member has completed the I-Commit document that you have sent to them. Please review and execute it accordingly.

1. For those team members who/whom have committed, please review in detail their responses on how they wish to alter their behaviors to support your department. You are

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

20. Scenario 1 – Team member chooses not to return.

The leader must click the box in the upper left to see the team member's Choice Day submission.

Please Review & Act on These Documents

Tim Hall
Novant Health

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PRIVATE MESSAGE: If the team member has committed you will be able to edit their completed comments on how they wish to alter their behavior if you deem it to be insufficient.
[View More](#)

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE **OTHER ACTIONS ▾**

NOVANT HEALTH

I-COMMIT

Team Member:

Name: Team member name
Job Title: Nurse
Dept#: 0000
Emp. ID#: 000000
Date: 07/15/2019

Leader:

Name: Leader Name
Job Title: Manager

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21. Scenario 1 – Team member chooses not to return.

Once the document is opened, the leader can see that the team member's choice was to not return to Novant Health.

START

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www.docuSign.com

I-COMMIT

Team Member:	Leader:
Name: Team member name	Name: Leader Name
Job Title: Nurse	Job Title: Manager
Dept#: 0000	
Emp. ID#: 000000	
Date: 07/15/2019	

Choice Day Acknowledgement

I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

I have decided that I will return to work and will follow all polices of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

22. Scenario 1 – Team member chooses not to return.

The leader would scroll (or click the orange prompts) to sign the document in two places similarly to how the team member signed it. The system will assist with creating your signature. Click the **FINISH** button.

Select the sign field to create and add your signature. **FINISH** OTHER ACTIONS ▾

NEXT

I-Commit
If we do not (NH UVA) by date, we will consider you as having resigned your position at Novant Health.

Employee Signature *Team member name* Date 07/23/2019 | 9:52:12 AM PDT
DocuSigned by: F27461E6CD8947D...

Leader Signature *Leader name* Date 07/23/2019 | 12:59:04 PM EDT
DocuSigned by: 764120817382478...

If you have any questions or if any information in this Plan is unclear, please ask me for clarification.

Employee Signature *Team member name* Date 07/23/2019 | 9:52:12 AM PDT
DocuSigned by: F27461E6CD8947D...

Leader Signature *Leader name* Date 07/23/2019 | 1:09:12 PM EDT
DocuSigned by: 764120817382478...

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

23. Scenario 1 – Team member chooses not to return.

Both the leader and the team member will receive an email regarding the completed document.

The leader can view the completed document in DocuSign by clicking **View Completed Document**.



Your document has been completed.

[VIEW COMPLETED DOCUMENT](#)

All signers completed I-Commit Improvement Plan - Action Required

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Do Not Share This Email

This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

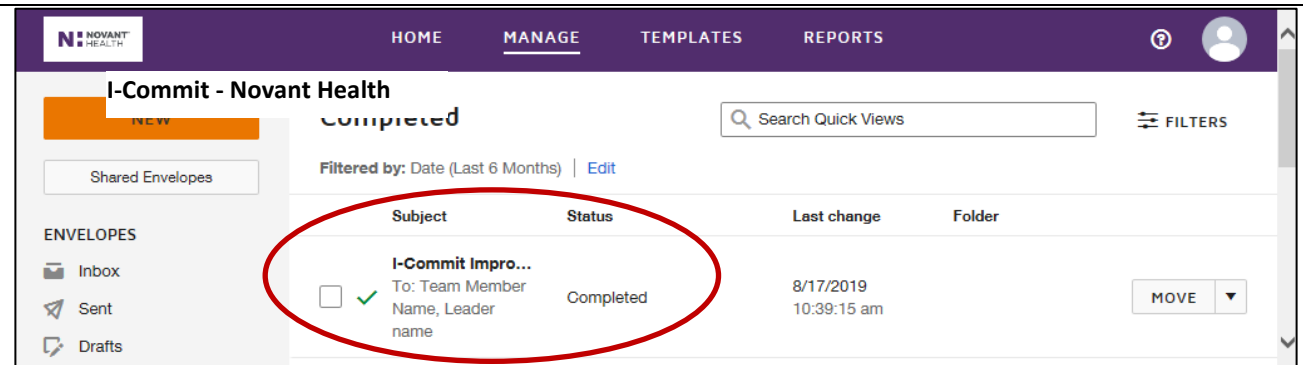
Alternate Signing Method

Visit [DocuSign.com](https://www.docusign.com), click 'Access Documents', and enter the security code: 97756B52F9BD43EBBD409F250DA67FD81

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

24. Scenario 1 – Team member chooses not to return.

Back in DocuSign, the leader can view the completed document as needed.



Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

25. Scenario 2 – Team member chooses to return.

If the team member decides to commit to Novant Health, they will check the circle indicating their intention to return and to complete the improvement plan.

The other fields in the form will activate and allow information to be entered.

IMPORTANT: The text fields in DocuSign have a 3000 character limit (approximately 500 words or one page of single-spaced text.).

NEXT

Team Member:
Name:
Job Title:
Dept#:
Emp. ID#:
Date:

Leader:
Name:
Job Title:

Choice Day Acknowledgement

I have decided that I will not return to work at Novant Health. By this action, I resign my position at Novant Health, immediately.

I have decided that I will return to work and will follow all policies of Novant Health including correcting the specific behaviors outlined in this Positive Improvement Plan. I understand that I need to make immediate and sustained improvement to correct the behaviors outlined in this plan. I also understand that if in the future, I fail to follow the policies and procedures of Novant Health or the concerns outlined in this plan or if any additional problems or issues arise, my employment may be terminated.

The following are concerns that my leader has discussed with me:

Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

26. Scenario 2 – Team member chooses to return.

The team member will scroll down (or click the orange prompt) to complete all sections of the form, sign in two places, and click FINISH to send the document back to you for review.

Enter text

FINISH OTHER ACTIONS ▾

I-Commit - Novant Health

Your success will be measured by...*(for example, leader feedback, scores, patient feedback, etc.)*

Test

START

If you do not demonstrate significant and sustained improvement, this plan will be concluded, which will lead to the end of your employment with Novant Health. In addition to addressing the concerns outlined in this plan, if there are any additional concerns that arise, further actions may be taken.

We are optimistic that you will take this plan seriously and will meet its requirements. Please be aware, if you meet the requirements of this plan, your improved performance must be ongoing.

Your employment remains at-will and this document does not create an express or implied contract between you and Novant Health, Inc.

If you have any questions or if any information in this Plan is unclear, please ask me for clarification.

Employee Signature **Sign** Date 07/15/2019 | 9:29:46 AM PDT

Leader Signature Date

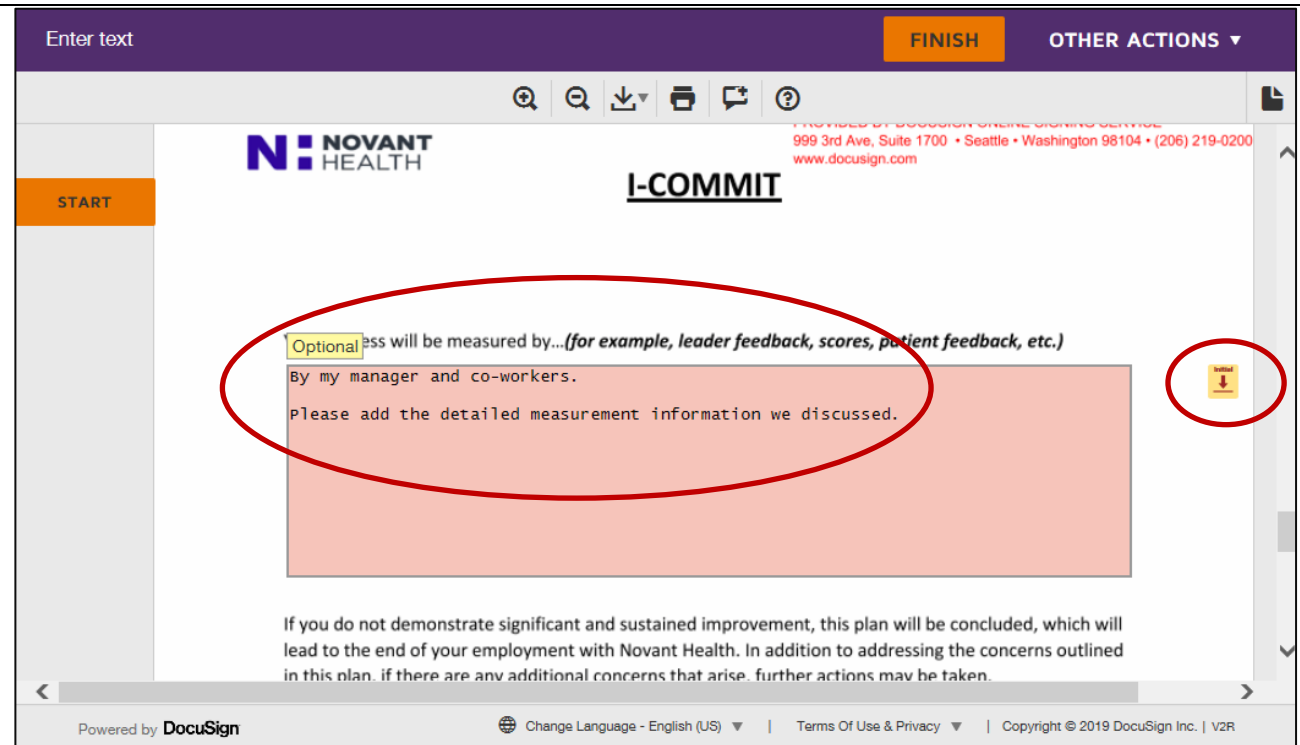
Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

27. Scenario 2 – Team member chooses to return.

Let's say, for example, that a team member who is returning and has sent you the Choice Day document has not provided enough information in one of the sections.

Once you click **Review Document** from your email, you have the option to add or change information in the fields.

In this screen, the leader has added **"Please add the detailed measurement information we discussed."** The leader would then click the small **Sign** marker on the far right to add initials. The system will use the initials the leader set when their signature was created.



Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

28. Scenario 2 – Team member chooses to return.

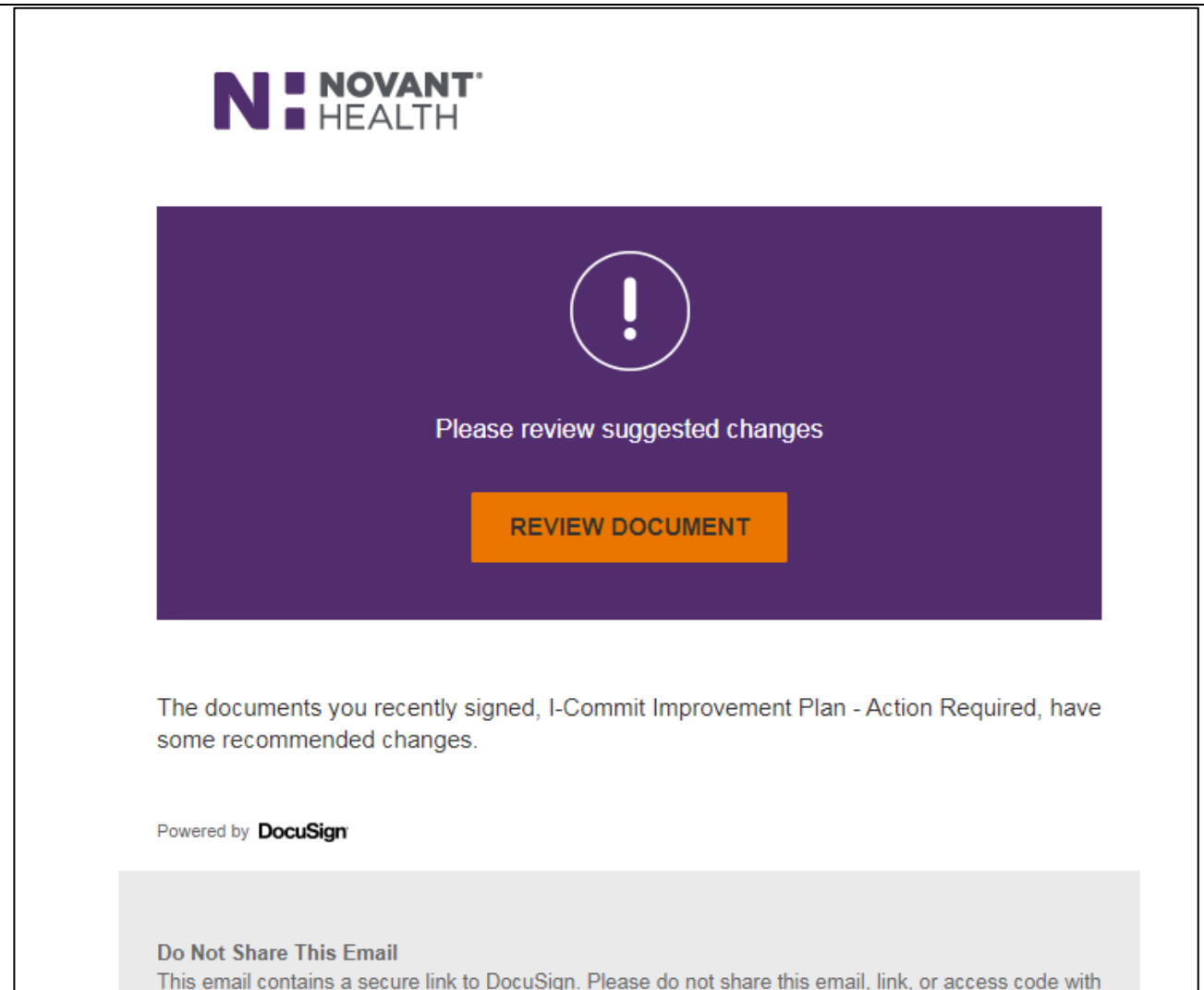
The leader has initialed and signed the document. The document will now go back to the team member for revision when the leader clicks **FINISH**.

The screenshot displays a DocuSign document interface. At the top, a purple header bar contains the text "Done! Select Finish to send the completed document." and two buttons: "FINISH" (highlighted in orange) and "OTHER ACTIONS" with a dropdown arrow. Below the header is a toolbar with icons for search, zoom, download, print, comment, and help. A text input field labeled "Team member's name" is visible. The main document content is displayed in a light gray box. It begins with a red-shaded text box containing the message: "By my manager and co-workers. Please add the detailed measurement information we discussed." A red circle highlights a "Finish" button in the top right corner of this red box. Below the red box, the document text reads: "If you do not demonstrate significant and sustained improvement, this plan will be concluded, which will lead to the end of your employment with Novant Health. In addition to addressing the concerns outlined in this plan, if there are any additional concerns that arise, further actions may be taken. We are optimistic that you will take this plan seriously and will meet its requirements. Please be aware, if you meet the requirements of this plan, your improved performance must be ongoing. Your employment remains at-will and this document does not create an express or implied contract between you and Novant Health, Inc. If you have any questions or if any information in this Plan is unclear, please ask me for clarification." The document shows two signatures: "Employee Signature" by "John Trammeter" dated "07/15/2019 | 10:16:34 AM PDT" and "Leader Signature" by "Tim Hall" dated "07/15/2019 | 1:22:04 PM EDT". The footer includes "Powered by DocuSign", "Change Language - English (US)", "Terms Of Use & Privacy", and "Copyright © 2019 DocuSign Inc. | V2R".

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29. Scenario 2 – Team member chooses to return

The team member will receive an email to “Please review suggested changes.” The team member will click REVIEW DOCUMENT and revise the plan as needed.

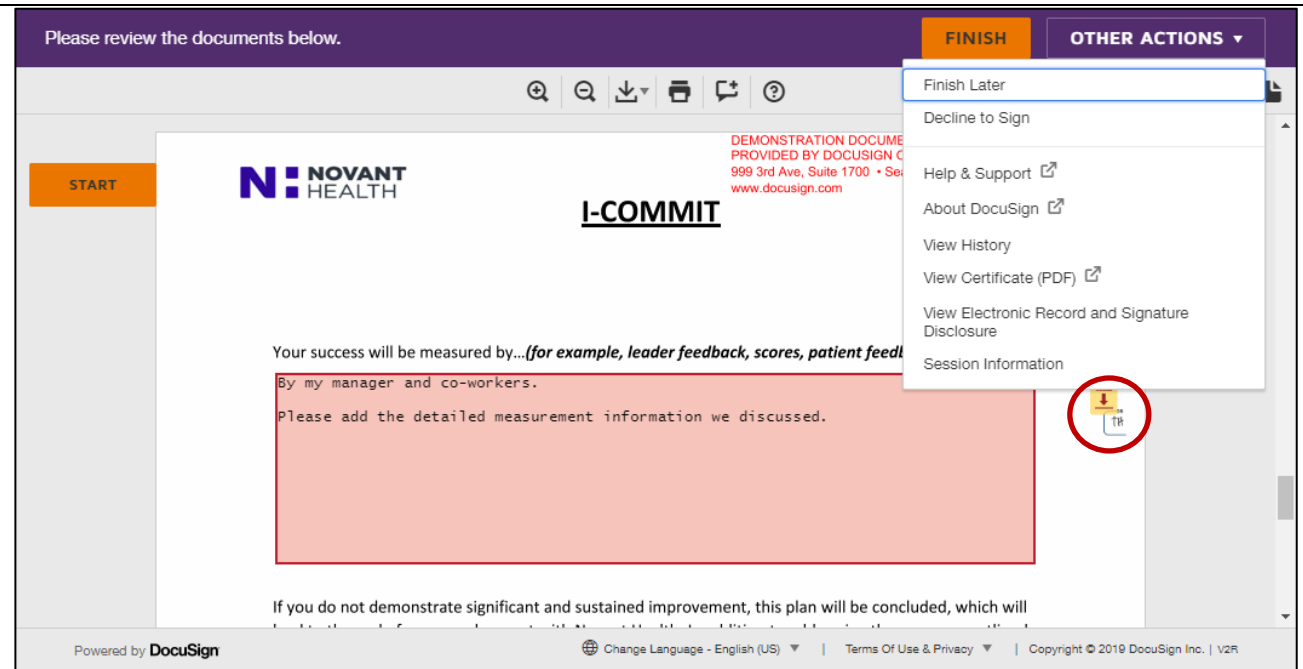


Quick reference guide: Using DocuSign for an I-Commit Choice Day (Leaders)

30. Scenario 2 – Team member chooses to return

The team member reviews the document and makes changes. They must initial as well before clicking FINISH to resend to the leader. This “back and forth” communication can happen as long as needed.

Please note that the team member and leader can click **Other Actions** for a menu of other options.



For more information about the I-Commit process, please contact the HR Service Center.