

**Signatures:**

**Antibiotics only fight infections caused by bacteria.**

Taking antibiotics when you do not need them will NOT make you better. You will still feel sick, and the antibiotic may give you a skin rash, diarrhea, or a yeast infection.

**WE COMMIT TO ONLY PRESCRIBING ANTIBIOTICS WHEN THEY WILL HELP YOU**

**How can you help?**

Your health is important to us. As your healthcare providers, we promise to provide the best possible treatment for your condition. If an antibiotic is not needed, we will explain this to you and will offer a treatment plan that will help.

When you have a cough, sore throat, or other illness, tell your doctor you only want an antibiotic if it is really necessary. If you are not prescribed an antibiotic, ask what you can do to feel better and get relief from your symptoms.

Directions for Ambulatory Care Poster:

**How to “sign” the document**

Once the document is opened in Microsoft Word, click on the “Signatures” text (located on the bottom right side of the page). This word is in a text box.

Use this text box to insert the photographs and signatures of the individuals you believe are important to indicate your institution’s commitment to prescribing antibiotics responsibly. If the poster is being displayed in a general area of the clinic, consider having executive leadership and other influential leaders (e.g., medical, pharmacy, and nursing administrators) “sign” it. If it is being displayed in a specific clinic, consider having the physicians, nurses, and other staff sign it.

**How to add a logo**

If you choose to add a logo to this document, there are two placement options—in the signature text box or on the footer (next to the AHRQ logo).

*Add logo to signature box*

1. Click on the “Signatures” text (located on the bottom right side of the page). This word is in a text box. Make sure your cursor is where you want the logo to be inserted in the box.
2. Go to the “Insert” tab.
3. Click on “Pictures” from the Insert tab.
4. A window will pop up so you can search your computer for the logo. Select your logo (.jpg or .png format) and click the insert button.
5. Your logo will appear in the textbox.

*Add logo to footer (next to AHRQ logo)*

1. Open the footer section (either double click in the footer section of the document or go to the “Insert” tab-> select the drop-down menu for “Footer”-> and click on “Edit Footer”).
2. Follow the same steps 2–4 from “Add logo to signature box.”
3. Your logo will appear in your footer and will be moved around just as you move around text (in line). If you want to move the logo image around freely, click on the logo-> go to the “Format” tab -> click on the “Wrap Text” drop-down menu -> and select “In front of text.”
4. When you are satisfied with the placement of the logo, exit the footer section (either double click outside of the footer area or go to the “Design” tab-> and click the “Close header and footer” button).