

MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY AND PROCEDURE

Department: Substance Use Disorder-Administration

Policy Number: HHS-SUD-ADM 8110

Policy Title: Electronic Signature

Attachments:

Revision History: 3/2018

Revised by/Date: Mark Watters/Holly Hunter 1/29/2020

Approved by: *Mark Watters*

Date: *2/28/20*

Mark Watters, Substance Use Disorder Director

Approved by:

Nicole Anderson, Commissioner of HHS



Date:

3-4-2020

POLICY STATEMENT: Electronic Health Record (EHR) documents must be signed electronically by designated users. The electronic signature will have the same ethical and legal consideration as the written signature. Each user that is authorized to use the process of electronic signature will be required to sign a confidentiality agreement certifying that they are the only one to possess the unique identification (ID) code and password and will be the only individual to use it.

PURPOSE: The purpose of this policy is to require designated users to use the process of Electronic Signature (E-signatures) to authenticate documents which become part of the EHR.

DEFINITIONS:

Designated Users – Medical, clinical, direct care or other defined staff members who are authorized to use the process of electronic signatures.

Electronic Health Record- The current term that is used to refer to computerization of health record content and associated processes.

Electronic Signature- Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

PROCEDURES:

A. Access to Electronic Signature

1. The confidentiality agreement will be given to all designated users who will use the process of electronic signatures.
2. Designated users will be assigned a unique identification code. For the use of the electronic signature, the code will consist of three parts:
 - a. First is the system permission, which is assigned based on what information the user should have access to in the EHR.
 - b. Second is the User ID, which is unique to each user.
 - c. Third is the password, which is chosen and only known by the user.
3. Designated users are required to complete training prior to receiving access to use the electronic signature in EHR. The confidentiality agreement form must be completed, signed and stored in the employee file.

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B. Signing Documents Electronically

1. Designated users will verify the accuracy and completeness of each document before electronically signing it.
2. When a designated user finds an error in the document or the document is incomplete, the user will make the appropriate corrections prior to electronically signing.
3. Once a document has been electronically signed, it is not to be altered.

Internal and /or External References	42 CFR 482.24 Conditions of Participation (Medical Record Services)
Compliance – Posting Date	3/4/2020 2020
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