

ELECTRONIC SIGNATURES ON MEDICAL RECORDS

Manual: []

Effective Date: []

Review/Revise: []

STANDARD: To provide accurate documentation and provide for the patient's right of privacy/confidential medical records, the agency will maintain confidential Personal Identification Numbers (PINs) for electronic signatures.

POLICY:

1. During orientation, all staff persons will be assigned a PIN that belongs only to them.
2. The Office Manager and the QA Specialist shall be the only persons who have access to assigning and maintaining the PINs.
3. Staff members are never to share this number with another employee, student or any other person for any reason.
4. When the [laptop handheld devices, etc] computer is opened, using this personal identification number, it will electronically sign all documentation associated with that charting session.
5. Employees are encouraged to proof read all documentation for accuracy.
6. If an employee suspects another person has learned his/her PIN, a new one is to be assigned and the old one deleted immediately.

GROUND FOR DISMISSAL:

1. Sharing PIN with any other person for any reason
2. Allowing another person access to a medical record using your PIN
3. Leaving a computer or handheld device "open" and walking away from it
4. Allowing a patient or other person access to the [laptop, handheld devices, etc] for any reason