



# ELECTRONIC SIGNATURE POLICY

**Scope:** Electronic signature, attestation, and authorship are referred to in this document as *e-signature*. Individuals authorized to affix an electronic signature to medical record documentation shall be limited to individuals with defined privileges to document in the medical record, such as treating physicians, other clinicians, and therapists.

**Policy Statement:** Electronic signature is used for health records as a means of attestation of electronic health record entries, transcribed documents, and computer-generated documents. Properly executed electronic signatures are considered legally binding as a means to identify the author of health record entries, confirm content accuracy and completeness as intended by the author, and to ensure e-signature integrity is maintained for the life of the electronic health record.

It is the policy of The Summit to accept electronic signatures as defined within this policy for author validation of documentation, content accuracy and completeness with all the associated ethical, business, and legal implications. This process operates within a secured infrastructure, ensuring integrity of process and minimizing risk of unauthorized activity in the design, use, and access to the electronic health record.

The Summit utilizes electronic signatures by responsible healthcare personnel to authenticate his/her own entries in the electronic health record by using a unique signature/access code that shall verify the identity of the signer. Each employee is assigned a unique user ID and password at the initiation of employment with The Summit Health and Rehab to be used when entering all information into The Summit's computer program. The first day the employee uses his or her login and password, the system will prompt the employee to change his or her password before any data can be entered. The password cannot be retrieved by anyone within The Summit or the software program. Key questions are asked at the initial login the answers to which only the employee will know. In the event the password cannot be recalled, the system will ask the user the key questions from the initial login date. Only once these questions have successfully been answered will the user be able to change his or her password and proceed with documentation and billing. Passwords are required to contain at least 1 capital letter and 1 symbol/number. Only a senior corporate Summit employee can reset a password. Once the password is reset, the employee will be prompted to reset his or her password the first time he or she logs in. This constitutes the electronic signature used by The Summit Health and Rehab.

In addition to authentication of the records discussed above, electronic signatures also will be used to verify the accurate recording of labor hours. All employees are required to accurately record all hours worked. Failure to report all hours worked will result in disciplinary action including possible termination.

Allowing another employee access to your signature/access code is forbidden and is grounds for termination. If you realize you have made a mistake or failed to appropriately fill out a record (or if you failed to accurately record your time), you must immediately notify your supervisor or a member of The Summit Health management that day so appropriate corrections can be made in the manner utilized by The Summit.

I have reviewed this policy and I agree to keep my password confidential. I will be the only individual using my unique access code/password. I am recording my signature below which constitutes my agreement with this policy as well as an official record of my signature.

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Employee printed name

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Signature (with credentials)