



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

**Section - ADMINISTRATION**

**Effective: 4/6/2011**

**Policy- LEGAL ELECTRONIC SIGNATURE #P11**

**Revised: 4/6/2011**

PHF CEO's Approval

*Ann DeWitt*

**Date: 4/6/2011**

Executive Medical Staff Chair's Approval

*Peter Tilton, M.D.*

**Date: 4/6/2011**

Committee Chair's Approval

*[Signature]* QAPI Committee

**Date: 4/6/2011**

Form Ref.

## PURPOSE:

- 1.1 Electronic signatures are recognized as valid by other parties and can be created by various biometric technologies to evaluate the security of clinical/business processes employed by ADMHS as accepted standard of practice.
- 1.2 This policy is to establish a standardized procedure for secure and timely processing of clinical and medical attestation of the clinical patient record and/or fiscal authorization for services, and to adhere to secure integrity and safe keeping of the e-signed document.
- 1.3 The electronic signature shall be: a) unique to the person using it; b) capable of reliable verification, and c) linked to a record in a manner so that if the record is changed the electronic signature is invalidated.
- 1.4 A signing tool and/or unique password shall define the minimum procedures including process for secure new tools distribution associated attestation of ADMHS forms and documents.

The technologies approved by ADMHS County of Santa Barbara shall meet all Federal and State regulatory laws of modalities of signer identifier, linkages between the signer and signature, and verification that what was signed has not been altered since the signing.

## POLICY:

- 1.1 Explicit functions and obligations are designated for e-signatures as authorized by ADMHS County of Santa Barbara as arrangements between contractual providers, staff and consumers and/or guardians.
- 1.2 Any user of an e-signature "signing tool" shall have the right to privacy, confidentiality and information accuracy within a secure repository to safeguard their signature link and access.
- 1.3 A repository Subscriber Agreement shall be kept on file denoting the terms and conditions governing e-signature functions, overview and obligations.
- 1.4 On-line status checking and revocation capabilities protocols are outlined in the Electronic Signing Policy.
- 1.4 Renewal and Revocation protocols are outlined in the Electronic Signing Policy

1.5 Dispute resolutions shall be addressed in the Electronic Signing Policy and shall include mechanisms for resolving disputes.

1.6 A disaster recovery plan shall include alternative protocols to support the e- signature policy.

**ASSISTANCE:**

Medical Records Administrator, MIS Manager

**REFERENCE:**

California Code of Regulations: Title 22 HIPPA Privacy and Security Rule 45 CFR 160-164; Medicare Conditions of Participation 42 CFR Sec 482.24; Business Records Exception 803 (6)