(A) Policy Statement

University of Toledo Medical Center ("UTMC") medical staff, administration and the Health Information Management ("HIM") Committee have approved the use of electronic signatures and developed rules and regulations governing their use. These rules and regulations contain sanctions for misuse and clearly prohibit individuals from delegating their electronic signature authorization to another person. Appropriate safeguards will be taken to ensure the accuracy and protect the integrity of medical records authenticated and stored in Horizon Patient Folder. All physician record completion post discharge will be done electronically.

(B) Purpose of Policy

To ensure that electronic signatures are used appropriately by physicians at UTMC.

(C) Procedure

1. The HIM Department maintains the database which allows physician access to the electronic signature aspect of the Horizon Patient Folder.
2. Physicians are given an opportunity to review their entries for completeness and accuracy prior to electronically signing.
3. An electronically signed entry cannot be deleted or altered. If errors are later found in the entry or if information must be added, correction should be done by means of an addendum to the original entry. The addendum must also be signed electronically.