

Name of Policy: <u>Horizon Patient Folder Electronic Signature</u> Policy Number: 3364-100-53-19 Department: Hospital Administration Medical Staff Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chief of Staff Scope: The University of Toledo Medical Center and its Medical Staff	 Effective Date: 5/1/2021 Initial Effective Date: October 10, 2007
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(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.

Approved by: /s/ _____ Richard Swaine Chief Executive Officer - UTMC Review/Revision Completed By: Review/Revision Completed by: Health Information Management Chief of Staff	Review/Revision Date: 3/23/2011 3/1/2014 3/1/2017 4/1/2020 5/1/2021 Next Review Date: 5/1/2024
Policies Superseded by This Policy: 7-53-19	