

## **Barnestorm Electronic Signature Policy**

**SUBJECT:** Electronic signature policy

**PURPOSE:** To ensure complete, accurate and timely electronic health records.

**EFFECTIVE DATE:** 1/5/2002

**DATE REVIEWED OR REVISED:** 1/5/2015

**DISTRIBUTION:** All persons governed

**POLICY:** EHR (Electronic Health Record) content shall be in compliance with standards established by JCAHO (Joint Commission on Accreditation of Health Care Organizations) and AHIMA (American Health Information Management Association) and shall also comply with requirements in third party payment programs or with licensure requirements of special programs. All patient care documentation will be entered by provider data entry, transcription, uploading, and document scanning. Electronically stored patient information is subject to the same medical and legal requirements as the hand-written information in the health record.

### **DEFINITION OF TERMS:**

1. Health Record – the chronological documentation (paper or electronic format) of health care and medical treatment given to a patient by professional members of the health care team. It is an accurate, prompt recording of their observations including relevant information about the patient, the patient's progress, and the results of treatment.

### **PROCEDURE:**

1. The health record will contain sufficient information to identify the patient; justify diagnoses and treatment; document results of care or treatment; describe the condition of patient upon discharge; and document instructions to the patient regarding follow-up care, activity levels, and necessary medications.
2. Entries must be accurate, relevant, timely and complete.
3. Irrelevant text needs to be omitted. Concise notes are more readable than lengthy notes.
4. Appropriate note titles must be matched to note content and the credentials of the author. This enhances the ability to find a note more quickly and easily.
5. Notes must be reviewed and signed promptly.
6. Viewing of unsigned notes is allowed by pharmacy only due to the risk of clinical decision-making based on data that may be changed or deleted. Other limited access to unsigned notes may be determined by local policy.
7. EHR users must respond quickly to notifications, which prompt them of documents requiring authentication or additional information.

8. The electronic function of copy and paste must be used with caution and according to strict and enforceable policy.
  - (a) Barnestorm does not allow copying the signature block into another note
  - (b) Barnestorm does not allow any clinician to copy data or information that identifies a healthcare provider as involved in care that he/she is not involved in
  - (c) Barnestorm does not allow any user access to copy, move, delete, or alter patient signatures.
  - (d) Barnestorm date stamps each electronic signature clearly on the date of the signature, regardless of the date of the documentation.
9. Barnestorm user authentication is performed on 3-tiers: Barnestorm user ID and password, SQL user ID and password, and Windows user ID and password. This authentication ensures that the user logging in is the clinician performing documentation and signing electronically.
10. Authentication in Barnestorm at the time of login includes the identity and professional discipline of the author, the date, and the time signed. Notes made and authenticated by health care team members are individually identified by the use of the individual's clinical abbreviation and signature, as well as by a clinical discipline code. On affixed, authentication on electronic documents cannot be rescinded or retracted.
11. No edit or alteration of any documentation or electronic signature, which has been completed, can occur in Barnestorm.
12. The author must initiate any retraction or rescission of any entry or originating discipline that he or she created.
13. An addendum to a note is made when a healthcare provider deems it necessary to clarify information recorded in the original document or to add to the original document.
  - (a) Addenda are linked to the original created document;
  - (b) Addenda are be authenticated in approved manner according to item 9 above; and
  - (c) Addenda cannot be backdated in Barnestorm due to the timestamp described in item 10 above.