

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	535
		Original Date	01/13/2005
	Department: Nursing	Revised Date	07/10/2014
	Electronic Signatures		

POLICY:

Montana Mental Health Nursing Care Center will recognize electronic signatures as the signature required to sign off areas completed by each participant on the MDS Program.

PROCEDURE:

1. The electronic signature is defined as: a confidential personalized method of affixing a signature to an electronic document that will guarantee the identity of the person(s) completing any or all of the assessments.
2. Electronic signatures will be used for the MDS Admission, Annual, Significant Change, Significant Correction, Quarterly, and Significant Correction of prior Quarterly Assessments.
3. Electronic signatures may be used by: Medical Records, Social Service, Recreation, Dietary, and Nursing.
4. A list of staff approved to complete portions of the MDS assessments will provide a written signature and areas they complete to be kept on file. These will be updated as needed. These staff will maintain their own personal passwords.
5. Those staff completing the MDS will electronically sign after they have completed their portions.
6. The RN Coordinator will check for completion of the assessment, will sign and certify completion in Item Z0500A. The RN Coordinator will electronically sign and date V00200C1 when care planning has taken place.
7. The CAA Summaries will be signed off with a typed signature of staff person completing the summary.
8. The electronic signature will be used only for MDS Assessments.