

## **SIGNATURES AND INITIALS**

**POLICY:** Entries to charts shall be accurate, signed and dated. Initials may be used in the chart in specified places.

**PURPOSE:** To define acceptable patient record practices and enumerate places in chart where employee initials are acceptable.

**PERSONNEL:** All employees making entries into patient record.

**DEFINITIONS:** “Handwritten Signature” is a mark or sign by an individual on a document to signify knowledge, approval, acceptance or obligation.

“Signature Log” is a log that identifies an author associated with initials or an illegible signature.

### **PROCEDURE:**

- I. All employees and contractors must sign and initial a Signature Log so that signatures may be verified at any time as appropriate.
- II. Employees shall sign (handwritten signature) with title on the first and last pages of the assessment forms and may initial on all other pages.
- III. All signatures on medical records shall include at least the first name initial, the last name, and abbreviation of professional title.
- IV. Stamped signatures are not acceptable.
- V. Electronic signatures are acceptable if in accordance with the Agency criteria and applicable state and federal regulations.