



Scope

This policy applies to all UWS campus health center employees responsible for signature authentication, including, but not limited to, clinicians and office management staff.

Definitions

- **Signature Authentication:** An attestation that a provider's signature is the true signature. May also include initials in the provider's handwriting.

Policy

UWS campus health center employs the following guidelines to ensure all information entered into a medical record is signed by the person making the entry:

1. The clinician who delivered patient care or ordered the service signs/authenticates the documentation for that date of service.
2. Signatures are handwritten and electronic, depending on the document. All Electronic Health Record (EHR) documentation includes an electronic signature with the typewritten name of the provider below it. Personal correspondence may contain a handwritten signature.
3. All signatures must be legible. If the signature of a provider is illegible for any reason, a signature log or attestation statement will be maintained and provided to ensure the authenticity of the identity of the author of the medical record entry.
4. If necessary, a signature attestation statement will be included if records are requested for notes that may not contain an appropriate signature.

Related Policies: [Policy 1405 Medical Records Maintenance](#)