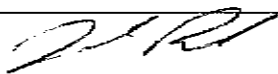




SUDS BULLETIN

Title: Signature Agreements and Certifications for Electronic Signatures		Issue Date: 11/20/2014	Issue No.: 14-07
Approval:  Joseph Rangel, Division Manager Contracts Division - MH and Substance Use Disorder Services		Expiration Date: N/A	Supersedes Bulletin/SUD Letter No.: N/A
Function: <input checked="" type="checkbox"/> Treatment <input type="checkbox"/> Prevention <input type="checkbox"/> Education/Training <input type="checkbox"/> Fiscal <input type="checkbox"/> Other			

PURPOSE: The purpose of this Bulletin is to inform contracted treatment providers who use electronic signatures in Electronic Health Records (EHRs) of the steps they need to take to ensure compliance with ADP Bulletin 10-01: *Electronic Signatures in Electronic Health Record Systems Used by Counties and Providers*.

DISCUSSION: The prevalence of digital technology has made it possible for treatment providers to use EHRs to maintain client records. When using electronic signatures to sign electronic records, providers must comply with requirements set by the State in ADP Bulletin 10-01. This Bulletin lists the standards for electronic signatures, which includes that all staff with access to EHRs must complete an Electronic Signature Agreement that bears the individual's printed name and signature, and the signature of the head of the agency. Additionally, the agency head must complete an Electronic Signature Certification certifying that electronic systems used by the provider meet the standards set forth in the Bulletin.

Signed copies of these documents must be provided to DBH upon request. A reasonable facsimile of the Agreement and/or Certification will be accepted, provided that it includes all of the same conditions listed on the original. Providers may keep their signed Electronic Signature Agreements and Electronic Signature Certifications electronically or in hard copy, but they must be readily accessible to an auditor or program reviewer at the time of an audit.

REFERENCES:

ADP Bulletin 10-01 (attached)

CONTACT: Please contact your assigned analyst with any questions or concerns.