

## El Paso - Ambulatory Clinic Policy and Procedure

Title: AUTHENTICATION OF ENTRIES INTO THE MEDICAL RECORD	Policy Number: <b>EP 5.8</b>
Regulation Joint Commission Reference:	Effective Date: 07/2014

## **Policy Statement:**

It is the policy of the Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) Ambulatory Clinics that all entries in the medical record be dated and authenticated.

## **Scope and Distribution:**

This policy applies to all TTUHSC at El Paso Ambulatory Clinics.

## Procedure:

- 1. **Written Signatures:** Written signatures and the titles are the preferred form of authentication on paper medical records. Other forms of authentication include, electronic signature All methods of authentication must be identifiable and on file for verification. A list of written signatures and initials will be maintained in each clinic department.
- 2. **Electronic Signatures:** An electronic signature is used in the Electronic Medical Record or in diagnostic reports. The practitioner who uses the electronic signature represents he/she is the only one who has access to their electronic signature by personal password and they are the only one who will use it.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee, Chair Texas Tech University Health Sciences Center at El Paso		