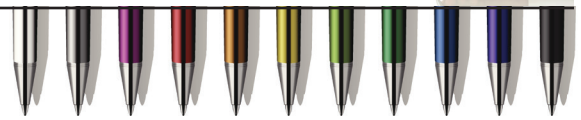


SIGNATURE REQUIREMENTS:



ACCEPTABLE EXAMPLES



Acceptable Electronic Signature Examples

- Chart “Accepted By” with provider’s name
- “Electronically signed by “ with provider’s name
- “Verified by” with provider’s name
- “Reviewed by” with provider’s name
- “Approved by” with provider’s name
- “Released by” with provider’s name
- “Signed by” with provider’s name
- “Signed before import by” with provider’s name
- “Signed: John Smith, M.D.” with provider’s name
- Digitized signature: Handwritten and scanned into the computer
- “This is an electronically verified report by John Smith, M.D.”
- “Authenticated by John Smith, M.D.”
- “Authorized by: John Smith, M.D.”
- “Digital Signature: John Smith, M.D.”
- “Confirmed by” with provider’s name
- “Closed by” with provider’s name
- “Finalized by” with provider’s name
- “Electronically approved by” with provider’s name
- “Signature Derived from Controlled Access Password”

Acceptable Written Signatures

- Legible full signature
- Legible first initial and last name
- Illegible signature over a typed or printed name
- Illegible signature where the letterhead, addressograph or other information on the page indicates the identity of the signatory.
Example: An illegible signature appears on a prescription. The letterhead of the prescription lists 3 physicians’ names. One of the names is circled.
- Illegible signature NOT over a typed/printed name and NOT on letterhead, but the submitted documentation is accompanied by:
 - 1) a signature log, or 2) an attestation statement
- Initials over a typed or printed name
- Initials NOT over a typed/printed name but accompanied by:
 - 1) a signature log, or 2) an attestation statement
- Unsigned handwritten note where other entries on the same page in the same handwriting are signed

Special Notes for Electronic Signatures

- **Electronic signatures** usually contain date and timestamps and include printed statements, e.g., “electronically signed by,” or “verified/reviewed by,” followed by the practitioner’s full name and preferably a professional designation. Note: The responsibility and authorship related to the signature should be clearly defined in the record. The system/process should be secure, allowing sole usage or password protection for each user.
- **Digital signatures** are an electronic method of a written signature that is typically generated by special encrypted software that allows for sole usage.

Note: Be aware that electronic and digital signatures are not the same as “auto-authentication” or “auto-signature” systems, some of which do not mandate or permit the provider to review an entry before signing. Indications that a document has been “Signed but not read” are not acceptable.

Unacceptable Signatures

- Signature “stamps” alone in medical records are not recognized as valid authentication for Medicare signature purposes and may result in payment denials by Medicare
- Reports or any records that are dictated and/or transcribed, but do not include valid signatures “finalizing and approving” the documents are not acceptable for reimbursement purposes. Corresponding claims for these services will be denied.
- Illegible signature NOT over a typed/printed name, NOT on letterhead and the documentation is unaccompanied by: 1) a signature log, or 2) an attestation statement
- Initials NOT over a typed/printed name unaccompanied by: 1) a signature log, or 2) an attestation statement
- Unsigned typed note with provider’s typed name
- Unsigned typed note without provider’s typed/printed name
- Unsigned handwritten note, the only entry on the page

Unacceptable Signature Examples

- “Signing physician” when provider’s name is typed
Example: Signing physician: _____
John Smith, M.D.
- “Confirmed by” when a provider’s name is typed
Example: Confirmed by: _____
John Smith, M.D.
- “Signed by” followed by provider’s name typed and the signing line above, but done as part as the transcription.
- “This document has been electronically signed in the surgery department” with no provider name.
- “Dictated by” when provider’s name is typed
Example: Dictated by: _____
John Smith, M.D.
- Signature stamp
- “Signature On File”
- “Filled By”
- “Electronically signed by agent of provider”

