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May 14, 2014

TO: Executive Directors, Treatment Providers
FROM: Wesley L. Ford, M.A., M.P.H., Director *WLF*
Substance Abuse Prevention and Control

SUBJECT: ELECTRONIC SIGNATURES IN ELECTRONIC HEALTH RECORDS

In response to the State ADP Bulletin No. 10-01, dated March 9, 2010 (Attachment A), the Los Angeles County Department of Public Health, Substance Abuse Prevention and Control (DPH-SAPC), is requiring all substance abuse treatment providers that utilize electronic signatures to take two actions.

First, the provider must complete the Legal Entity Electronic Signature Certification (Attachment 1) which DPH-SAPC modified using the sample format provided by the State in ADP Bulletin No. 10-01. This document certifies provider compliance with State issued standards for use of electronic signatures identified in ADP Bulletin No. 10-01.

The Legal Entity Electronic Certification Agreement must be signed by the Executive Director and a PDF version e-mailed to SAPC at SAPC.Certification@ph.lacounty.gov. If you already utilize electronic signature, the Certification Agreement must be e-mailed within one month of the date of this memorandum. If you plan to utilize an electronic signature, you will be required to e-mail the Certification Agreement upon the effective date of your electronic signature system.

Second, ADP Bulletin No. 10-01 requires that all individuals requesting electronic signature authorization sign an Electronic Signature Agreement (Attachment 2) for the terms of use of their electronic signature. The Agreement for each user must be maintained by the provider in either electronic or paper version.

You may utilize the sample Legal Entity Electronic Signature Agreement or create/revise an agreement for your own use. Please be aware that County program and fiscal auditors and other reviewers will require the above noted documents upon when they conduct programmatic and financial reviews. If these documents are not available, you risk the disallowance of services.

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If you have questions or need additional information regarding electronically signed records requirements, or compliance with the requirements of this memo, please e-mail to SAPC at SAPC.Certification@ph.lacounty.gov.

WLF:dhd

Attachments

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