WRAPAROUND MILWAUKEE **POLICY & PROCEDURE**	Date Issued: **4/3/06**	Reviewed: **4/30/09** By: **AH** Last Revision: **4/3/06**	Section: **ADMINISTRATION**	Policy No: **056**	Pages: **1 of 1**
☒ **Wraparound** ☒ **Wraparound/REACH** ☒ **FISS**	Effective Date: **4/1/06**	Subject: **ELECTRONIC SIGNATURES FOR RECORD ENTRIES IN SYNTHESIS**			

I. POLICY

It is the policy of Wraparound Milwaukee that all medical records are signed as required under HFS 106.02 (9), Wis. Admin. Code.

II. PROCEDURE

A. All Care Coordinators, Mobile Urgent Treatment Team members and other Wraparound Milwaukee staff are required to use Synthesis (Wraparound Milwaukee's computer application/data base) for all medical record and service authorization entries. This includes Plans of Care (POC's), Crisis Plans, Progress Notes, paid service requests, court letters, change of placement notifications, etc.

B. A unique user ID is issued to the service Provider at the time of employment, based on the procedures contained in the Wraparound Milwaukee "Access to Protected Health Information Maintained in Synthesis" policy #046.

C. Within Synthesis, data related to each entry made by the service Provider is maintained including the following:

1. The UserID of the person entering the data.
2. The date and time the data was entered.
3. The date and time the user finalized the data.
4. The date, time and UserID of the Supervisor who approved the entry, if required.
5. The date, time and UserID of the Wraparound staff who approved the entry, if required.

D. When medical record data is entered into Synthesis directly by the service Provider, the UserID for the service Provider making the entry is recorded at the time of entry. When the entry is finalized by the service Provider (i.e., no longer subject to edit) the UserID stamp associated with the uneditable record entry will serve as the required signature for the document in lieu of a manual signature entry in the record.

E. In cases where clerical or the administrative support staff (someone OTHER THAN the service Provider) is entering the medical record documentation, the **service Provider who authored the record entry is required to review, manually sign and date each entry in the recipient's record**. (An example of this would be clerical staff entering progress notes for care coordination staff.)

F. For documents that require supervisory and/or administrative approval, automated tracking of the UserID, date and time the approval was given in Synthesis will serve as the required administrative and/or supervisory signature for that document.

G. **Electronic signatures DO NOT APPLY to Court Letters**. Supervisor and Care Coordinator manually written signatures are required on all Court Letters.

Reviewed & Approved by: Bruce Kamradt

Bruce Kamradt, Director