

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 2.06 ELECTRONIC SIGNATURES

A. Purpose

To facilitate the usage of electronic signatures for any and all records where applicable

B. Policy

Electronic signature, an automated function which replaces a handwritten signature with a system generated statement, will be utilized for records as a means for authentication of transcribed documents, computer generated documents and/or electronic entries. System generated electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended.

Employees, within their scope of authority to sign, will be authorized to use electronic signature as a means to identify themselves as the author and to confirm that the contents are what they intended. Employees and Providers will be allowed to utilize electronic signatures in accordance with this policy, state and federal regulations regarding such, and developed and corresponding procedures, as applicable.

Failure to adhere to this policy, or any misuse or disregard of electronic signature procedures, may result in disciplinary actions up to and including the revocation of the user's access privilege, termination of employment, and civil action, if appropriate.