

Action Item A-5

Retirement of Policy 52 –Electronic Signature

Background:

CBH staff have reviewed the CBH Electronic Signature Policy (Policy #52) and are pleased to recommend retirement of this policy to the Board of Directors for review.

This policy and accompanying revisions have been reviewed and endorsed by Pat McDermott.

Summary of Changes:

Current Electronic Signature	Proposed Changes to Policy
Speaks to electronic signatures and their purpose, significance, and importance.	Electronic signature references move to Policy 27 – Health Information Management. This Policy would now be retired.

Motion from the CBH Executive Committee:

That the Board approve retiring the Business Associate Agreements policy as presented.

COLONIAL BEHAVIORAL HEALTH
COUNSEL REVIEW OF BOARD POLICY

Name of Policy: Electronic Signature
Category: Administration and Operations
Policy No.: 52

Review Date: December 29, 2025

Name of Counsel: Patrick B. McDermott, Esq.

Comments of Counsel:

- 1. Virginia Code Compliance:** N/A
- 2. Federal Law Compliance:** N/A
- 3. Grammar and Punctuation:** N/A
- 4. Comments:** This policy pertaining to electronic signatures is redundant because the revised policy #27 “Health Information Management” has absorbed the terms pertaining to electronic signatures. I recommend retiring this Policy #52.

Patrick B. McDermott, Esq.

Signature of Counsel



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Policy Statement

The purpose of the electronic signature policy is to permit Colonial Behavioral Health staff to use electronic signatures to attest and authenticate health information documents and provide guidelines to the use of the electronic signature.



Procedures and Guidelines

Signing Documents Electronically





Policy and Procedures

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Diary of Changes

Date of Origin

10/27/2006

Dates of Review

05/17/2024 - ADA

12/16/2023

12/15/2022

12/15/2021

10/20/2020 – COVID 19 Protocol

04/08/2019

10/03/2017

11/27/2015

02/25/2013

10/1/2010

09/30/2008

09/19/2007

Dates of Revision

05/17/2024

12/15/2021

04/08/2019



Policy and Procedures

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02/25/2013