

## **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:**

<b>Current Electronic Signature</b>	<b>Proposed Changes to Policy</b>
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**



## Policy and Procedures

Category	Administration and Operations	Subject	Electronic Signature	Policy #	52
Policy Statement .....					2
References .....					2
Definition .....					2
Policy.....					2
Procedures and Guidelines .....					2
Signing Documents Electronically.....					2
Staff Development.....					2
Obtaining Access to Electronic Signature.....					2
Compliance .....					2
Misuse Consequences .....					2
Contingency Plan .....					2
Special Procedures.....					2
Diary of Changes .....					3
Date of Origin .....					3
Dates of Review .....					3
Dates of Revision .....					3



## Policy and Procedures

Category	Administration and Operations	Subject	Electronic Signature	Policy #	52
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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.

#### Policy

#### Procedures and Guidelines

### *Signing Documents Electronically*

#### Training Access to Electronic Signature

#### Compliance





## Policy and Procedures

Category	Administration and Operations	Subject	Electronic Signature	Policy #	52
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### Diary of Changes

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#### ***Date of Origin***

10/27/2006

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#### ***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

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#### ***Dates of Revision***

05/17/2024

12/15/2021

04/08/2019



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02/25/2013