**DEPARTMENT:** UFJPI and UFJHI Personnel, Faculty, Residents, and Allied Health Professionals

**SUBJECT:** Signature Stamps, Password Sharing, Authentication of Electronic Reports, and Scanned Signatures

**POLICY NUMBER:** TB-03-03-001

**A/R OR G/L ACCOUNTS AFFECTED:** N/A

**EFFECTIVE DATE:** February 5, 2003

**BACKGROUND / PURPOSE:**
To provide guidance to minimize compliance risks associated with: (1) signature stamps; (2) password sharing; (3) electronic authentication of medical records; and (4) scanned signatures. This policy is applicable to all locations on campus and all off-site locations where UF Faculty, Residents, Allied Health Professionals and UFJPI and UFJHI personnel are involved in assisting with clinical patient care services or processing claims for reimbursement.

**PROCEDURE / POLICY:**
The use of a signature stamp may decrease the amount of time required to sign documents and medical records where there are numerous documents to sign and/or when the documents appear to be “standard” in nature. However, the risks of using signature stamps include the unauthorized use of the stamp by others (e.g., clerical staff and/or other practitioners) on documents that the physician or practitioner has not reviewed for content (e.g., patient and/or billing records) and the possibility of the stamp being stolen. Generally speaking, most insurance carriers do not permit the use of signature stamps or require the signature stamp to be initialed by the provider. **Due to variances in insurance carrier guidelines and the potential for misuse, signature stamps are prohibited and must not be used under any circumstance.** Requests for accommodation for a disability must be sought through the Office of Physician Billing Compliance in collaboration with the respective Human Resources Department.

In this electronic age, other mechanisms similar to signature stamps may be available. Another example of prohibited behavior would be copying a “scanned” provider signature and pasting that image to the signature line of patient and or billing records (e.g., dictated clinic notes). **Furthermore, passwords for electronic signature systems must not be shared and the responsibility for authenticating reports must not be delegated to anyone.** The provider assigned the password ultimately is responsible for the information contained in the electronically authenticated report.

**REVISED DATE:** 3/10/03, 6/14/05, 5/24/13

**APPROVED DATE:** 3/11/03

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