



El Paso - Ambulatory Clinic Policy and Procedure

Title: AUTHENTICATION OF ENTRIES INTO THE MEDICAL RECORD	Policy Number: EP 5.8
Regulation Joint Commission Reference:	Effective Date: 02/2022

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) Ambulatory Clinics that all entries in the medical record be dated and authenticated.

Scope and Distribution:

This policy applies to all TTP-EP at El Paso Ambulatory Clinics.

Procedure:

- Written Signatures:** Written signatures and the titles are the preferred form of authentication on paper medical records. Other forms of authentication include, electronic signature
- Electronic Signatures:** An electronic signature is used in the Electronic Medical Record or in diagnostic reports. The practitioner who uses the electronic signature represents he/she is the only one who has access to their electronic signature by personal password and they are the only one who will use it.

Policy Number: EP 5.8	Original Approval Date: 07/2014
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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech Physicians El Paso 	