



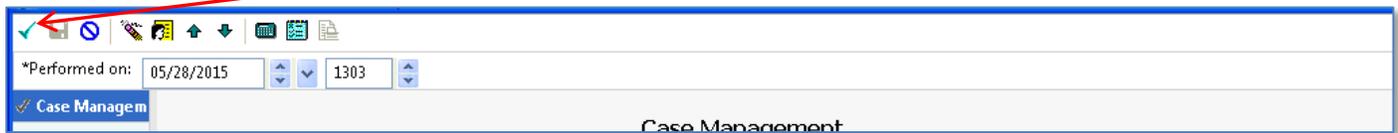
QRTips

July 2015

Signature Requirements - Encounter Documents (EDs), Progress Notes, and Care Plans:

✚ For Clinics using the County EHR Chart records:

County EHR User's signature information, including their position and license information is stored in IRIS and no further action is needed. A signature is recorded by selecting the green check mark in the upper left corner of the document.



If an electronic document (or progress note) is signed and needs to be modified clinicians will be required to again sign by selecting the green check mark. However the text version of the document version will be date stamped and will indicate that the document has been updated in bold red.



✚ For Clinics still using paper Chart records:

Signature Requirements - Encounter Documents (EDs), Progress Notes, and Care Plans:

The provider's signature is required on all submitted treatment documents (EDs, progress notes, assessments, care plans, etc.) and **must always match the signature which they have on file with their particular program**. Every progress note (whether billable, non-billable, or Note-To-Chart) must include the clinician's signature at the conclusion of the written entry.

- Every ED submitted for billing services **must** include the clinician's signature at the bottom of the page, **on the line above the clinician's printed name, license type, and job classification**. Examples of how to print the necessary clinician information:
 1. Pamela Provider, LCSW, CSW II
 2. Levi Stressed, MA, Psychology Intern
 3. Joe Smith, MSW, CSW I
 4. Mary Smith, MS, MFTII
 5. John Doe, Ph.D., Clinical Psychologist II
- **Licensed Clinical Supervisors must always** countersign with own signature adjacent to their intern or supervisee's signature **on each and every clinical document**. This would apply to any staff (MH Rehab Specialists, Psychology Interns, MSW Interns, etc.) that requires a co-signature from a Supervisor on their progress notes. Failure to do so could result in recoupment during an audit of Medi-Cal billing.

Note: Psychology interns (AAPIC/CAPIC) **require a supervisor's co-signature**, even if they have a DHCS professional licensing waiver, per CYBH policy.

- **Multiple Page Progress Notes:** If a single progress note consists of two or more pages, the clinician's signature must appear at the conclusion of the written entry on the last page of the note. This information is automatically repeated in the current ED-PN pdf form once initial entries are made in the required fields.
- **Master Treatment Plan (MTP):**— Provider's signatures **must** be included on the MTP on the date the assessment paperwork is initially completed and the date on which the 6-Month Assessment Update is completed (if applicable).
- **Care Plan (CP):** Provider's signature **must** be included on the CP with corresponding date on which the care plan is initially completed. Typically, this is the same date that all the assessment paperwork is completed. However, at times a CP may be completed on a later date to accommodate the client. Services **may NOT be billed to Medi-Cal**, however, **until the guardian/client has also signed the CP**, indicating their agreement to the care plan.
- **New Providers:** If a client is transferred to a new provider for any reason, or a second clinician is going to "sign on" to an existing care plan in order to provide specified services (e.g., case management services only), the new clinician **must** sign and date the existing CP (or a copy to serve as the original) on the "new provider" line. This confirms that the new provider is in agreement with the current CP as it stands and authorizes them to continue the services as indicated.