

Electronic Signature Agreement **Nurse and Therapist**

Electronic Signature Process

Specified documentation entered directly into the Meditech NUR/Patient Care Module by the practitioner is authenticated as an electronic signature. The practitioner is solely responsible for creating and maintaining confidentiality of a Meditech user ID which in conjunction with the unique Meditech user password verifies the user's identity and authenticates the report.

Authenticating as an electronic signature requires two levels of access:

- 1) Confidential Meditech User ID linked to #2
- 2) Confidential Meditech password

Agreement

In signing this agreement, I agree to abide by the following rules for electronically authenticating documentation that I have personally entered in Meditech.

- ❖ I understand that I only have access to enter and authenticate fields that are assigned to my Meditech user type.
- ❖ I understand that only documents approved in the Electronic Signature Policy may be authenticated electronically. All other documents requiring signature must be signed in writing.
- ❖ I understand that I will create a confidential Meditech user ID that I will not share with anyone else.
- ❖ I understand that I am the only person authorized to use my Meditech user ID and password to gain access to Meditech.
- ❖ I understand that I am responsible for visually reviewing and verifying documentation that I have personally entered prior to filing the documentation in the system.
- ❖ If documentation requires cancellation, correction or supplementation subsequent to filing, an additional entry must be made subsequent in time to the original entry.
- ❖ I understand that my network password, Meditech user ID and Meditech password are confidential and are not to be shared under any circumstance.
- ❖ If I feel that the security of my user ID or passwords have been compromised, I will call the Information Services Help Desk immediately to establish a new Meditech user ID and passwords.
- ❖ I understand that if Marianjoy identifies a breach of confidentiality or misuse of passwords or user ID, they will be expired immediately. If appropriate, a new user ID and passwords will be established and other corrective action taken as needed.
- ❖ I understand that a breach of confidentiality is grounds for disciplinary action, up to and including termination.

Signature

Date

Printed Name

Department