

**FAMILY PLANNING PROGRAM****SECTION:** Medical Records Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Provider Signature Sheet

POLICY: Each Delegate agency shall maintain a signature list for all staff making entries in client medical records.

PROCEDURE:

1. Signature list shall contain the following:
 - a. providers first and last name typed
 - b. provider's title typed
 - c. beginning date: date person began making entries into client's medical record
 - d. ending date: date person no longer making entries in client's medical record
 - e. initials to be used
 - f. providers written signature.
2. All persons making entries in medical record shall be listed:
 - a. physicians
 - b. residents
 - c. medical students
 - d. midlevel practitioners
 - e. nurses
 - f. clerks
 - g. educators, counselors, etc.
3. Sample provider signature list in Appendix.
4. Signature sheet must be signed by all health professionals prior to their making entries in the medical record.
5. Agency administrators will keep signature list on file at each agency. Signature lists must be retained indefinitely.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 28-29, Section 10.3, Medical Records.