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## **Electronic Signature Policy**

### **1.0 Purpose**

The Electronic Signature Policy is intended to provide a framework for Surgical Notes or its clients to provide Electronic Signature to approved Medical Reports that have been transcribed by Surgical Notes.

*Please Note: The impact of these guidelines on daily activity should be minimal.*

### **2.0 Scope**

All Surgical Notes employees, contractors and clients are subject to the Electronic Signature Policy.

### **3.0 Policy**

#### **FORM REQUIRED: Electronic Signature Agreement**

Physician or other authorized representative of client provides Surgical Notes an image file of the desired signature. This signature is associated in our Transcription Management System to the Physician. After logging in to the Surgical Notes secure web server over a SSL encrypted link, the physician may apply the signature on-line, utilizing the on-line editing functionality of the Transcription Management System. Once signed, the document may no longer be modified; however, the document may be amended.

By requiring unique user identification, authorization levels, and encrypted data exchange, Surgical Notes complies with the HIPAA Security guideline for EPHI and to the industry standard guidelines for Electronic Signature in that the application of the signature requires authentication, proper access level and the document may not be modified once a signature is applied.



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**Electronic Signature Agreement**

I have read and understand the policy for electronic signature. I am the only individual who will use my name and specially assigned code number for the purpose of electronic signatures. **I understand that allowing others to use my name and specially assigned code number may result in the loss of my electronic signature privileges.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***SIGN HERE*** - Image will be cropped from within the signature box below



Surgical Notes has developed a completely web based Transcription Web Portal, [snchart.com](http://snchart.com). This portal does not require any client or application installation and can be accessed from any computer connected to the web at any time. Due to HIPAA regulations we are required to verify your identity prior to allowing access to any medical records. Please fill out the form below. We will email you with your user ID and further instruction verifying access.

We hope you look forward to utilizing [snchart.com](http://snchart.com), with cutting edge functionality that will revolutionize your dictation/transcription process! Please feel free to contact us with any questions or concerns at 800-459-5616 or via email at [itsupport@surgicalnotes.com](mailto:itsupport@surgicalnotes.com).

**PHYSICIAN NAME:** \_\_\_\_\_

**PHYSICIAN EMAIL ADDRESS:** \_\_\_\_\_

**FACILITY NAME:** \_\_\_\_\_

**NOTICE:** Incomplete forms will not be processed. We must have a valid e-mail address to complete this request. In compliance with HIPAA and JCAHO regulations, Surgical Notes will not provide the secure log in information used to validate and electronically sign transcription to non physician users.