

Electronic Signature Policy and Procedure
Delaware County Board of Developmental Disabilities

Board Resolution #	Effective Date	Board Review Date
17-02-16	February 17, 2017	February 16, 2017

POLICY:

The purpose of this policy is to facilitate the usage of electronic signatures for any and all records where applicable. This policy applies to all employees, vendors, and providers for the agency.

POLICY STATEMENT:

Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record, in reference with ORC §1306.01(H). An electronic signature will be utilized for records as a means for authentication of transcribed documents, computer generated documents and/or electronic entries. System generated electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended.

Employees and providers will be allowed to utilize electronic signature in accordance with this policy and state and federal regulations regarding such.

PROCEDURE:

A. SECURITY

1. Security will be maintained through the use of proper usernames and password and file level permissions, which contain another level of separate usernames and passwords.

B. CREATING AND MAINTAINING AN ELECTRONIC SIGNATURE

1. Electronic signatures can be used wherever handwritten signatures are used except where prohibited by a specific law or rule in accordance with O.R.C 1306.06.
 - a. Per ORC §1306.06 an Electronic record or signature satisfies legal requirements: (A) A record or signature may not be denied legal effect or enforceability solely because it is in electronic form; (B) A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation; (C) If a law requires a record to be in writing, an electronic record satisfies the law; (D) If a law requires a signature, an electronic signature satisfies the law.
2. Users of electronic signatures are required to review their entries.
3. Once an entry has been signed electronically and date/stamped, changes can only occur by the document originator or designee. Any alterations to the original record will have an electronic signature and date/stamp.

C. AUDITING ELECTRONIC SIGNATURE PROCUDURES

1. The computer software and anyone using the software system must use a secure, computer-generated, time-stamped audit trail that records independently the date and time of user entries, including actions that create, modify or delete electronic

records. Record changes shall not obscure previously recorded information.

Any misuse or disregard of electronic signature policy will be reviewed and acted upon by the Superintendent.

2. Per ORC §117.111 a County office using electronic records and signatures are to include security procedures in audit: “(A) If a county office uses electronic records and electronic signatures under Chapter 1306. of the Revised Code, the auditor of state, in conducting an audit of that office under division (A) or (B) of section 117.11 of the Revised Code, shall inquire into the method, accuracy, and effectiveness of any security procedure adopted by that office under section 304.02 of the Revised Code; (B) As used in this section, "county office," "electronic," "electronic record," and "electronic signature" have the same meanings as in section 304.01 of the Revised Code.”