



Texas Tech University Health Sciences Center El Paso Ambulatory Clinic Policy

Policy: Authentication of Entries to Medical Record	Policy #: EP 5.8
Effective Date: February 2022	Last Revision Date: July 2024
References: EP 5.6, Card Reader System	
TTUHSC El Paso Ambulatory Clinic Policies and Procedures Website: https://ttuhscep.edu/opp/default.aspx	

Policy Statement

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) Ambulatory Clinics that all entries in the medical record be dated and authenticated.

Scope

This policy applies to all TTP-EP at El Paso Ambulatory Clinics.

Procedure

1. **Written Signatures:** Written signatures must be accompanied by full name clearly and legible written or stamped and titles are the preferred form of authentication on paper medical records.
2. **Electronic Signatures:** An electronic signature is used in the Electronic Medical Record or in diagnostic reports. The practitioner who uses the electronic signature represents he/she is the only one who has access to their electronic signature by accessing the Electronic Medical Record using their unique log in and personal password.

Review Date:

Revision Date: 02/2022, 06/2024, 07/2024