Electronic Signatures for MDS 3.0 Records

Put an MDS 3.0 Electronic Signature Policy in Place in your Facility

Before you begin using the Hi-Tech electronic signatures (e-signatures) features, your facility must have an e-signature policy. The CMS RAI Version 3.0 Manual, Section Z, Page Z-7 states:

> *Nursing homes may use electronic signatures for medical record documentation, including the MDS, when permitted to do so by state and local law and when authorized by the nursing home's policy. **Nursing homes must have written policies in place** that meet any and all state and federal privacy and security requirements to ensure proper security measures to protect the use of an electronic signature by anyone other than the person to whom the electronic signature belongs.*

Prepare for E-Signatures

- Verify with your State MDS Help desk that your state allows for electronically signed medical record documentation and MDS records.

- Create a facility Electronic Policy:

    - Anyone who will electronically sign records should sign an agreement that they will be electronically signing residents' medical record documentation and MDS records.

    - Store these agreements in a secure location.

    - Ensure that someone is available 24/7 to produce printed copies of these records. Surveyors may want to see printed or electronic copies of the MDS.

    - You can allow surveyors view-only under **MDS / Care Plans > MDS > View MDS**.

- Work with your IT staff or hardware vendor to establish a ***fool-proof back-up process*** that verifies your daily backup is complete and useable.

- **Back up your system at least once a day** to guard against loss of these essential records.

    Hi-Tech will not be responsible if your hardware fails and you lose your residents' medical record documentation and/or MDS records.

Set Up MDS Records to be Signed Electronically

Select **Libraries > Facility > Clinical Profile**.
Click OK twice to display Screen 3 (on right).

Electronic Medical Record Options:

MDS 3.0 Signature policy has two options:

- By Facility: require electronic signatures on MDS records for *all* residents.

Edit Facility Profile - Clinical

Electronic Medical Record Options:
- ☐ MDS 3.0 Signature policy in place (by Facility)
- ☐ MDS 3.0 Signature policy in place (by Unit)
- ☐ MDS 3.0 Print Signature Pages X, V & Z Only

- By Unit: require electronic signatures on MDS records for residents within a specific unit. This allows you to phase in the policy unit-by-unit. You must select the Units through **Libraries > Facility > Units** (see below):

Edit Cost Center Records

Cost Center ID   0010

Description   NF UNIT

Type   Room

☐ Medicare Unit

Electronic Medical Record Options (by Unit)
- ☑ MDS 3.0 Signature policy in place

Select the Cost Center ID. Verify that Type = Room.
Select ☑ MDS 3.0 Signature policy in place

Electronically Sign and Print Signature Pages

To e-sign MDS records and print the signed Signature pages: in the **Clinical Profile**, select a ☑Signature Policy (by Facility *or* by Unit) *and* ☑MDS 3.0 Print Signature Pages Page X, V & Z Only. Select ☑Include Page 1 of Section A to help you identify these printed signature pages.

Electronic Medical Record Options:
- ☑ MDS 3.0 Signature policy in place (by Facility)
- ☐ MDS 3.0 Signature policy in place (by Unit)
- ☑ MDS 3.0 Print Signature Pages X, V & Z Only
  - ☑ Include Page 1 of Section A

- ☐ All Sections
- ☐ All Changed Sections
- ☑ Signature Page(s) Only
- ☐ Print ALL MDS Notes

On the **Print MDS** screen, leave ☑Signature Page(s) Only selected.

Put Users' Electronic Signatures on File

Decide which Users will be allowed to e-sign records. Select **Utilities > System Structure > Maintenance > Users/Security** > Edit User Info

Enter the User ID. Checkmark ☑Signature on File.

IMPORTANT: With the Full Name, include the user's credentials or job title (i.e., RN) to be included with the electronic signature in the MDS.

Click Ok, Cancel and Cancel.

User ID: sarah

Full Name: Sarah Care, RN

Job Title:

☑ Signature on File

Electronically Sign the MDS 3.0

After setting up the e-signature process for the user and MDS (see previous pages) you can e-sign the MDS in Sections V and Z. Checkmark ☑Electronic Signature or Elec. to display the signer's name. Enter the Date.

Section V. Care Area Assessment (CAA) Summary

200. CAAs and Care Planning

B. Signature of RN Coordinator for CAA Process and Date Signed

| Sarah Care, RN¶ | 04/05/2012 | ☑ Electronic Signature |

C. Signature of Person Completing Care Plan Decision and Date Signed

| Sarah Care, RN¶ | 04/05/2012 | ☑ Electronic Signature |

Section X. Correction Request

1100. RN Assessment Coordinator Attestation of Completion

A. Attesting individual's first name

B. Attesting individual's last name

C. Attesting individual's title

D. Signature   Sarah Care, RN¶

E. Attestation date   ☑ Electronic Signature

Section Z. Assessment Administration

400. Signature of Persons Completing the Assessment or Entry/Death Reporting

Signature	Elec.	Title	Sections	Date
A. Sarah Care, RN¶	☑	MDS Coordinator	all	04/05/2012

NOTE: All staff who complete sections of the MDS must sign at Z400.
You can uncheck your own Electronic Signature, but not another User's signature.

Section Z. Assessment Administration

500. Signature of RN Assessment Coordinator Verifying Assessment Completion

A. ☐ Electronic Signature

B. Date RN Assessment Coordinator signed assessment as complete

At Z500 (above), when you checkmark ☑Electronic Signature:

- If there are *no* errors in the record, your name will be displayed. Enter the date.

- If there are errors, the screen will display: **WARNING: MDS has Errors – Signature not allowed**. You can view the errors and return to those sections to correct them.

When you end out of an electronically signed MDS record, the final screen will default to
☑ Complete Form (if Error Free) by e-signature.

Click Continue.

An error-free MDS will be given a Status of Complete (see below) so that it can be submitted.

##	ARD	Reason	Form	Status
☐ 01	04/05/2012	Admission	NC	Open
☐ 02	04/03/2012	Entry	NT	Complete

NOTE: Select Print the Form (if Error Free) if you would like to print the record.

IMPORTANT: If you attempt to re-open a Completed MDS record that was electronically signed at Z500A by another user, the Edit MDS screen will display the Warning: **e-Signed by USER NAME Clear signature?**
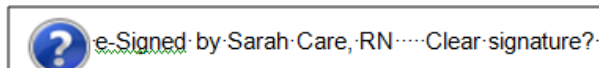
To continue, click Yes. This will clear the electronic signature and re-open the record. An authorized user must again electronically sign the record to Complete it for submission.

Print Signature Pages Only

To print only the signature pages, in the **Clinical Profile**, you must select ☑Print Signature Page X, V & Z Only (see Page 1).

When you end out of the record and select
☑Print the Form (If Error Free), the **Print MDS** screen will display a screen similar to the one on the right with ☑Signature Page(s) Only selected.

Printing with this item checked will **Complete** the record for submission.