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**Owner:** Heidi Ciske-Schmidt:  
 12008018-Manager-  
 Quality Assurance  
**Policy Area:** Wraparound (REACH,  
 O'YEAH)-Administration

References:

## #056 - Electronic Signatures for Record Entries in Synthesis

### POLICY

It is the policy of Wraparound Milwaukee that all medical records are signed as required under WI Administrative Code DHS 106.02(9).

### PROCEDURE

- A. All Care Coordinators/Transition Coordinators, Wraparound Provider Network Providers, Children's Mobile Crisis Team members (formerly known as the Mobile Urgent Treatment Team) and other Wraparound Milwaukee staff are required to use Synthesis (Wraparound Milwaukee's computer application data base) for all medical record and service authorization entries. This includes Plans of Care (POC), Crisis Plans, Progress Notes, Provider Notes, Contact Notes, paid service requests, court letters, change of placement notifications, etc.
- B. A unique user ID is issued to the service Provider if/when applicable during their employment with an entity, based on the procedures contained in the Wraparound Milwaukee "Access to Protected Health Information Maintained in Synthesis" policy (#046).
- C. Within Synthesis, data related to each entry made by the service Provider is maintained including the following:
  - 1. The User ID of the person entering the data.
  - 2. The date and time the data was entered.
  - 3. The date and time the user finalized the data.
  - 4. The date, time and User ID of the Supervisor who approved the entry, if required.
  - 5. The date, time and User ID of the Wraparound staff who approved the entry, if required.
- D. When medical record data is entered into Synthesis directly by the service Provider, the User ID for the service Provider making the entry is recorded at the time of entry. When the entry is finalized by the service Provider (i.e., no longer subject to edit) the User ID stamp associated with the uneditable record entry will serve as the required signature for the document in lieu of a manual signature entry in the record.
- E. For documents that require supervisory and/or administrative approval, automated tracking of the User ID, date and time the approval was given in Synthesis will serve as the required administrative and/or

supervisory signature for that document.

- F. In cases where clerical or administrative support staff (someone other than the Service Provider) is entering the medical record documentation, the Service Provider is required to electronically review and approve the entry in the recipient's record.

## REFERENCES

1. [WI Administrative Code DHS 106.02\(9\)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/101/106/02/9) - [https://docs.legis.wisconsin.gov/code/admin\\_code/dhs/101/106/02/9](https://docs.legis.wisconsin.gov/code/admin_code/dhs/101/106/02/9)

### Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
	Michael Lappen: 11008000-BHD Administrator	12/20/2017
	MaryJo Meyers: 11003003-Director Wraparound Program	12/20/2017
	Pamela Erdman: 12008005-Placement Resources Manager	12/19/2017
	Heidi Ciske-Schmidt: 12008018-Manager- Quality Assurance	12/19/2017

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