



MILWAUKEE COUNTY
DEPARTMENT OF HEALTH
& HUMAN SERVICES
**BEHAVIORAL
HEALTH SERVICES**

Date Issued	4/3/2006	Owner	Dana James
Last Approved Date	8/16/2022	Policy Area	Wraparound (Wrap, REACH, youth CCS)-Administration
Effective	9/1/2022		
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Next Review	12/31/2024		

#056 - Electronic Signatures for Record Entries in Synthesis

I. POLICY

It is the policy of Children's Community Mental Health Services and Wraparound Milwaukee (hereby referenced as Wraparound Milwaukee) that all medical records are signed as required under WI Administrative Code DHS 106.02(9).

II. PROCEDURE

- A. All Care Coordinators, FISS Case Managers, Wraparound Provider Network Providers, Children's Mobile Crisis Team members, 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 Wraparound Milwaukee Policy #046- Access to Protected Health Information Maintained in Synthesis.
- 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 created.
 - 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.
- 6. A unique line item is associated with each entry that is created or updated within the Synthesis system.

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

Approval Signatures

Step Description	Approver	Date
	Michael Lappen: BHD Administrator	8/16/2022
	Brian McBride: ExDir2 – Program Administrator	8/16/2022
	Dana James: Integrated Services Manager- Quality Assurance	8/11/2022
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