

 HAWAII HEALTH SYSTEMS C O R P O R A T I O N <i>"Touching Lives Everyday"</i> Policies and Procedures	Department: Information Technology Division - Telemedicine	Policy No.: TEL 0006
	Issued by: Dennis Sato, VP & CIO	Revision No.: N/A
Subject: TELEMEDICINE ELECTRONIC SIGNATURE POLICY	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: 12/13/99
		Supersedes Policy: N/A
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I. PURPOSE

- A. To ensure the authentication of documentation within the telemedicine system; and
- B. To ensure that the electronic signature is unique to the author and represents the authentication of that author.

II. DEFINITIONS

- A. Telemedicine – the use of telecommunications to furnish medical information and services at a distance. Methods approved for transmitting individual patient information include the use of the Hawaii Health Systems Corporation wide area network. The Internet and e-mail may only be used with encryption approved by the Vice President and Chief Information Officer of HHSC in order to protect confidentiality. Encryption is provided via the windows N2, level C2 encryption, which is a government rated standard.
- B. Electronic Signature – A mechanism used to electronically sign a patient's chart that ensures authentication of the user and protects the chart from alteration.

III. POLICY

- A. The Telemedicine System software will ensure that the electronic signature is unique to the author and represents the authentication of the author. It will also ensure that the author is unable to successfully claim that the electronic representation is not valid.
- B. The assignment of the Telemedicine Electronic Signature will be based on criteria unique to the user in order to avoid the possibility of duplicate assignment.
- C. The Telemedicine Electronic Signature will be secured either by password or other means that minimize the risk of unauthorized use.
- D. The Telemedicine Electronic Signature must include an identifier, date and time.

- E. The Telemedicine System must ensure that the electronically signed document cannot be altered, only appended.
- F. All attachments and amendments must follow the same restrictions required for the original signature.
- G. The Telemedicine Electronic Signature will be treated as a written signature with all the ethical and legal implications.
- H. The users of the Telemedicine System will be instructed on the proper use of their identifier.
- I. Each user of the Telemedicine System will certify in writing that he or she is the only one who will have access to the identifier.
- J. Any violation of this policy or misuse of the Telemedicine System may result in denial of access to the Telemedicine System.
- K. Access to the Telemedicine System electronic signature software program is limited to the following personnel:
 - 1. Telemedicine System Administrator
 - 2. CIO Designate