

Electronic Signatures

myUnity User Guide



Netsmart

www.ntst.com

1959 East Kerr Street
Springfield, MO 65803

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Signing Online Documents

Signing documents electronically gives field users the ability to submit their forms online by removing the need to sign forms by hand.

The myUnity Clinical electronic signature follows provisions set by HIPPA and ensures the authentication, integrity, and non-repudiation of each signature by stamping the form with the time and date the document is signed by a clinician or office person. The electronic signature cannot be modified once it is authorized by the signer, as any modification would nullify the validity of the signature (The Health Insurance Portability and Accountability Act of 1996).

Each agency has the ability to set their own protocol for the timeframe in which a document has to be signed. Medicare requires a document be signed within a reasonable time frame from the date of the visit, but does not define specific parameters for when a form has to be signed.

We are proud to have agencies successfully pass their state surveys using our electronic signature capability and to share these references with any agency who would like to understand more about the acceptance of electronic signatures.

To learn more about electronic signatures, please visit the Centers for Medicare & Medicaid Services website at <http://www.cms.hhs.gov/>.

Signature Options on Forms

Netsmart electronic forms support a range of options for how to collect clinician signatures. Agencies can enable any of the below options by contacting Netsmart Support at <https://netsmartcares.force.com>. Options are customizable **per type of form** (ie, OASIS Start of Care).

Signature Display Locations

Electronic clinician signatures can be applied to:

- **First** page only
- **Last** page only
- **All** pages of the form

Which User Signatures to Display

Multiple clinicians may sign a form. Agencies can collect the signatures of:

- **First** clinician to sign
- **Last** clinician to sign
- **First and Last** clinician to sign
- **All** clinicians who have signed the form

Free-Hand Signature

The free-hand signature box can be **labelled** as an agency chooses (ie, “Patient Signature”, or “Power of Attorney Signature”). This signature box can be located on:

- **First** page only
- **Last** page only
- **All** pages of the form



Physician Signatures

Electronic physician signatures can be applied to:

- **None** (will not be collected)
- **First** page only
- **Last** page only
- **All** pages of the form

Push for Signature

Push functionality allows you to send a form to a user on your Clinical site for their review and electronic signature. If a form requires the signature of a Clinical user that did not create the form, then the office can push the form to that user for review/signature.

The **Push** button must be enabled on a form in order to push the form for a user's electronic signature. *(Don't see the "Push" button on a submitted or completed form that you expect to see it on? Contact myUnity Clinical Support at <https://netsmartcares.force.com> for assistance.)*

First, select any form that has the **Push** button enabled, and then click the **Push** button on the bottom of the form.



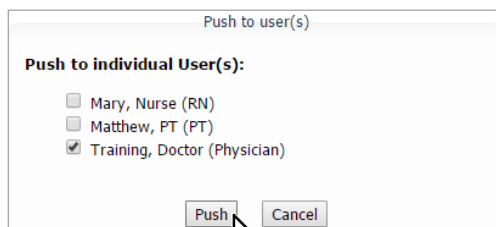
A caregiver's form must be sent to the office before the "Push" button will appear.

A popup will ask you to confirm that this form is to be pushed for signature.




Click **OK** to confirm. Click **Cancel** if the **Push** button was selected in error, or if the form does not actually need to be pushed to a user for signature.

If you confirm, a pop-up window including a list of all the users who are assigned to the patient will appear. Select the checkbox beside the user(s) who need to sign the form. Then, press **Push**.



A user must be assigned to the patient that the form is associated with to push that form to them. If the user is not assigned to the patient, the navigate to the **Assign Staff to Patient** page to update the patient's staff assignments.

Once the form has been pushed, the **Pushed** mark will be automatically applied to the form by the system.

Physician Orders	04/26/2017	Mary, Nurse (RN)	Completed	<input type="checkbox"/>	
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Clinician and physician users will find forms that have been pushed to them for signature in the **To Be Signed** forms folder on their main menu.

^ To Be Signed									
Patient	MR#	Form	Form Date	User	Date Created	Date Sent to Office	Date Modified	Agency	
Staff Patient, Field	000000003	Physician Orders	04/26/2017	Mary, Nurse (RN)	02/02/2017 11:21 AM PST		04/26/2017 02:04 PM PDT	DeVero Home Health	

Showing 1 to 1 of 1 results


Once the form is opened, the user can click the **Sign** button to apply their electronic signature to the form.

Sign This Form

A pop-up window may prompt the user to authorize their signature by entering their username and password, which are case-sensitive.

Signature Removal


Our best practice recommendation is that users click the **Sign/Save this Form** button on their forms to ensure that the date and time stamp in their electronic signature are appropriate (i.e. match the date of the visit). However, **Super Admin** users can remove electronic signatures that are not appropriate or timely if needed.

 myUnity can enable the ability to remove electronic signatures for any user type with access to the **Audit Trail**. By default, only **Super Admin** users can access the **Audit Trail**.

To remove an electronic signature from a form, the user must first navigate to the **Audit Trail** for that form. Click the **Audit Trail** link in the upper right-hand corner of the form to access the **Audit Trail**. Then, click the **Signatures** link in the upper right-hand corner of the **Audit Trail** to access the **Signatures** page.

Date Modified	Action	Page #	Modified By
08/09/2018 10:46:29 AM PDT	Saved	1	Mary, Nurse (RN)
08/09/2018 10:46:29 AM PDT	Signed		Mary, Nurse (RN)
08/09/2018 10:46:29 AM PDT	Saved	1	Mary, Nurse (RN)
08/09/2018 10:45:36 AM PDT	Signed		Mary, Nurse (RN)
08/09/2018 10:45:35 AM PDT	Signed		Mary, Nurse (RN)
02/19/2018 11:29:41 AM PST	Mark As: Order Returned		Admin_Super (SuperAdmin)
02/19/2018 11:29:11 AM PST	Mark As: Order Sent		Admin_Super (SuperAdmin)

The **Signatures** page will display each instance that a user electronically signed the form. To remove a signature from a form, click the **Remove** link to the right of the signature.

 To remove a user's signature from the form entirely, you must click the **Remove** link next to each instance that the user electronically signed the form.

Home > Signatures

Signatures [Return to Form](#) | [Audit Trail](#) | [Pages](#) | [User Log](#) | [Patient Log](#) | [Integration Log](#)

Patient: [Nursing - Joseph - 000000062](#)
 Form: Physician Orders
 Visit Date: 02/09/2018

Date Modified	SignatureKey	Signed	Modified By	Remove/Restore
08/09/2018 10:46:29 AM PDT		Signed	Mary_Nurse (RN) RN	[Remove]
08/09/2018 10:45:35 AM PDT		Signed	Mary_Nurse (RN) RN	[Remove]

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Results: 1 - 2 of 2
 This page was generated on 08/09/2018 10:48:33 AM PDT.

Restoring a Signature

If a signature is removed in error, you can click the **Restore** link that appears to the right of it to put the signature back on the form.

Home > Signatures

Signatures [Return to Form](#) | [Audit Trail](#) | [Pages](#) | [User Log](#) | [Patient Log](#) | [Integration Log](#)

Patient: [Nursing - Joseph - 000000062](#)
 Form: Physician Orders
 Visit Date: 02/09/2018

Date Modified	SignatureKey	Signed	Modified By	Remove/Restore
08/09/2018 10:46:29 AM PDT		Unsigned at 08/09/2018 10:53:13 AM PDT	Mary_Nurse (RN) RN	[Restore]
08/09/2018 10:45:35 AM PDT		Unsigned at 08/09/2018 10:53:14 AM PDT	Mary_Nurse (RN) RN	[Restore]

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 This page was generated on 08/09/2018 10:53:14 AM PDT.

Electronic Signatures and HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted in part to encourage the development of a health information system to allow electronic exchange of certain health information. In response to this act, standards have been suggested for health care transactions including electronic signatures.

The HIPPA proposed requirements for electronic signatures are as follows:

- Provide authentication
- Provide integrity of a message
- Provide for non-repudiation

The myUnity electronic signature functionality satisfies the above standards each time an electronic signature is applied to a document created through our online software.