



STATE OF MARYLAND

DHMH

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Maryland Department of Health and Mental Hygiene

Office of Health Care Quality

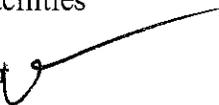
Spring Grove Center • Bland Bryant Building

55 Wade Avenue • Catonsville, Maryland 21228-4663

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – S. Anthony McCann, Secretary

**MEMORANDUM**

To: All Comprehensive Care Facilities

From: Wendy Kronmiller, Director 

Date: December 10, 2006

Re: Electronic Signatures

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Dear Nursing Home Administrator:

Recently we have had several inquiries about electronic signatures for clinical record documentation, including the Minimum Data Set (MDS) assessment. We asked our legal counsel to review this concern.

After consideration, we have determined that electronic signatures are permitted. Therefore, effective immediately, the Office of Health Care Quality has no objection to the use of electronic signatures as long as: (1) the nursing home has policies in place that identify those who are authorized to sign electronically and (2) the nursing home has security safeguards to prevent the unauthorized use of electronic signatures.

If you should have any questions, please contact the Nurse Educator, Janet Smith, RN at (410) 402-8149 or via e-mail at [janetsmith@dhhm.state.md.us](mailto:janetsmith@dhhm.state.md.us).

cc: Adele Wilzack, President, HFAM  
Isabella Firth, President, Lifespan  
Pat Bayliss, State Long-Term Care Ombudsman  
Mark Leeds, Maryland Medicaid

