

SIGNATURE DATING

ALERT 4/05

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Dating of
Signatures



LICENSING ALERT

Richard H. Lee
Deputy Secretary for Quality Assurance

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Division of Drug and Alcohol Program Licensure
Licensing Alert 04-05

DATING OF SIGNATURES

Over the past several months, the Division of Drug and Alcohol Program Licensure has discovered that a number of facilities are misdating required signatures in clinical records. Misdating occurs most often when documenting treatment plan updates and case consultations. Many facilities have implemented the practice of automatically inserting the date at the end of the 60 or 90 day review period even when the facility may have been closed on that date because of a holiday. This practice is incorrect.

The date that must appear in the client record is the date the update is signed or the date the consultation occurred. When more than one signature is required, each signature should be dated with the actual date it is signed by that individual.

Questions regarding the alert should be directed to the Division of Drug and Alcohol Program Licensure at (717) 783-8675.

*****Please visit the Department's web site to access this Licensing Alert and other Division publications
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