

**ADP BULLETIN 10-01**  
**ELECTRONIC SIGNATURES IN ELECTRONIC HEALTH RECORD SYSTEMS**  
**USED BY COUNTIES AND PROVIDERS**  
**FREQUENTLY ASKED QUESTIONS\***

**CCHIT Certification**

- Q1. Does ADP require counties and providers to become Certification Commission for Health Information Technology (CCHIT) certified for ADP staff conducting audits, licensing reviews, or certification reviews to accept electronic signatures on Electronic Health Records (EHR)?
- A1. No. While ADP recognizes that CCHIT certification is considered a best practice, the Department does not require counties and providers to become certified for the electronic signatures on their EHRs to be accepted by ADP staff. However, as provided in **Standards for Electronic Signatures in Electronically Signed Records, Item #2, at the top of page 3 of ADP Bulletin 10-01**, ADP does require computer systems that counties and providers use for EHRs to comply with CCHIT or equivalent criteria for Security: Access Control, Security: Audit, and Security: Authentication.

**Electronic Signature Agreement Form**

- Q2. ADP Bulletin 10-01 contains five standards for electronic signatures. The fifth standard requires that the signed Electronic Signature Agreements (ESA) from county employees and contract providers, or copies thereof, are available to the ADP auditor or program reviewer at the time of an audit, licensing, or certification review. Some County employees work with programs serving ADP and DMH clients, and make entries into EHRs for clients of each of those programs. Is it permissible to modify bullet five of the ADP Electronic Signature Agreement as follows and use one form for employees who work with both types of programs:

If I suspect or discover that my electronic signature has been stolen, lost or used by an unauthorized party, then I will immediately notify the County Alcohol and Drug Administrator or his/her designee or the Mental Health Director or his/her designee (as appropriate) and request that my electronic signature be revoked?

- A2. Yes, it is permissible to use one ESA for employees working with programs that serve both ADP and DMH clients. The fifth bullet of the ESA must be revised to state the following:

If I suspect or discover that my electronic signature has been stolen, lost, used by an unauthorized party, or otherwise compromised, then I will immediately notify the following appropriate party, County Alcohol and Drug Administrator or his/her designee or the Mental Health Director or his/her designee, and request that my electronic signature be revoked.

- \* If you have any questions, concerns, or comments regarding ADP Bulletin 10-01, ELECTRONIC SIGNATURES IN ELECTRONIC HEALTH RECORD SYSTEMS USED BY COUNTIES AND PROVIDERS, please send the issue to Penelope Tafoya at [ptafoya@adp.ca.gov](mailto:ptafoya@adp.ca.gov). We will post the question and response as soon as possible after receiving it. Please provide your email address and/or phone number in the email.