



Signature Self-Audit

Please answer the questions below to conduct a self-audit of your documentation.
Return to your consultant if you are working in our one-on-one training programs.

Name of Office: _____ Name of Provider: _____

Name of person(s) doing research: _____

Pull five charts from the previous three months and the check sheet below to review the signatures from the first three notes in each chart for signature requirement compliance. Record the number of compliant notes out of three for each chart in the appropriate box.

	CHART 1	CHART 2	CHART 3	CHART 4	CHART 5
THE SIGNATURE IS THAT OF THE INDIVIDUAL WHO PROVIDED THE SERVICE	___ /3	___ /3	___ /3	___ /3	___ /3
SIGNATURE IS HANDWRITTEN OR ELECTRONIC	___ /3	___ /3	___ /3	___ /3	___ /3
SIGNATURE IS LEGIBLE	___ /3	___ /3	___ /3	___ /3	___ /3
MULTIPLE SIGNATURES ARE PRESENT FOR SHARED SERVICES	___ /3	___ /3	___ /3	___ /3	___ /3
EACH SIGNATURE IS THE FULL LEGAL SIGNATURE OF THAT PROVIDER	___ /3	___ /3	___ /3	___ /3	___ /3
SIGNATURE CAN BE AUTHENTICATED USING SIGNATURE LOG	___ /3	___ /3	___ /3	___ /3	___ /3

How did you score with your compliance? Self-score: _____/90