



STATE OF NEW YORK DEPARTMENT OF HEALTH

161 Delaware Avenue Delmar, NY 12054-1393

Richard F. Daines, M.D.
Commissioner

James W. Clyne, Jr.
Executive Deputy Commissioner

July 28, 2010

DAL: DAL DAL 10-08
SUBJECT: Electronic Signatures for
Physician Orders

Dear Administrator:

The purpose of this letter is to clarify the use of electronic signatures for physician orders in Adult Care Facilities. Written signatures, initials, electronic signatures and/or signatures authenticated through the use of a computerized medical record are acceptable. Pharmacists may also dispense medication orders (prescriptions) through an electronic signature system.

It is recommended that Adult Care Facilities have a written policy on the use of electronic signatures for physician orders that requires such orders to include the following information: date, time, category of practitioner, mode of transmission and point of origin. Upon request, pharmacists will provide a copy of the electronic order (prescription) for filing in the resident's record.

If you have any questions regarding the above, please contact the Division of Assisted Living at (518) 408-1133 for further clarification.

Sincerely,

Mary E. Hart
Director
Division of Assisted Living