
Subject: SIGNATURES

Department: Administrative

Approved/Amended On: 04/26/2017

Approved By: EMSA Board of Trustees

Effective Date: 01/01/2008

This policy/procedure supersedes all other policies/procedures of the same subject.

Patient Signatures

1. Medical Transport Personnel are responsible for obtaining the patient's signature on the ePCR.
2. If a patient is unable to sign because he or she is illiterate or handicapped, a signature by mark (e.g. X) of the patient is valid. The mark must be witnessed by a third party.
3. If no third party is available, an EMSA crew member may witness the signature.
4. If the patient is deceased, enter the words "Patient Deceased" in the patient's signature block.
5. If the patient is physically or mentally unable to sign, the crew must attempt to obtain the signature of a representative. The representative can include a legal representative (e.g., guardian), relative or other person who arranges the patient's treatment or manages the patient's affairs. In addition to the foregoing, the crew member or the representative must document the specific medical/mental condition that prevents the patient from signing.
 - a. A guideline to follow, but not limited to, when a patient may be incapable of making medical decisions refer to current Medical Control Board Treatment Protocols, Informed Consent/Refusal-14D.E.
 - b. This condition must be supported in the documentation on the ePCR.
 - c. If the patient is physically or mentally unable to sign, and there is no representative available and willing to do so, the ePCR must contain:
 - i. Documentation on the PCR Signature Statement that at the time of the transport the patient was physically or mentally unable to sign;
 - ii. Signature of the crew member; and
 - iii. A signed statement at the time of transport from a sending or receiving facility representative.
 - iv. This information may be contained within the ePCR or in a separate attachment.

- d. If the patient is physically or mentally unable to sign, and there is no facility representative available to sign, the medical personnel must obtain:
 - i. A facility face sheet, facility log, or other internal facility record indicating that the beneficiary was received. These documents must be on facility forms and do not require a signature.
 - ii. The Oklahoma State Department of Health Regulations 310:641-3-63 1.B requires a facility signatures to show pertinent information was provided to the facility and the patient was received.
6. If the patient is capable of signing the ePCR but refuses to do so, the medical personnel should explain that the signature is necessary to bill Medicare or certain other payors for the service, and if EMSA does not have a signature the patient or family may have to pay the entire amount of EMSA's charges (instead of just being responsible for any co-payment and deductible amount).
7. If the patient still refuses to sign, the medical personnel should document "Patient capable of signing but refuses to do so."