



Southwest Educational Billing Services

...putting all the DSC pieces together.

To: All Districts
From: Your Team at SEBS
Date: 2/26/2010

Re: Electronic Signatures

Enclosed please find the PCG instructions and a completed example of the template for your district to complete and forward/fax to PCG for approval of the electronic signature.

Previously, Southwest had to obtain the approval and we just listed our Districts. As of a few weeks ago, each School District must now obtain the approval if they have any Providers recording services on-line.

Southwest and DSCtop provides electronic approval for Clinical Notes and Provider Service Logs.

Please complete the form, have it signed and send it to PCG as stated on the instructions as soon as possible.

Please call if you have any questions – 866-245-7848.

If you were recently audited and need proof of the approved electronic signature from 2007 to refute any findings, please email us and we will send it right out to you to include in your letter.

As always, hang in there!!!

Electronic Signature Certification Questionnaire

INSTRUCTIONS:

Under the guidance of AHCCCS, PCG may be able to certify a computer system or version as acceptable for electronic signature for the Direct Service Claiming (DSC) Program.

According to the AHCCCS Medical Policy Manual, if medical records are kept in an electronic file, the software must establish a method of indicating the initiator of the information, and a method to ensure that information is not altered inadvertently.

By completing the Questionnaire, an organization that has developed an electronic IEP program, or billing program that captures data electronically, may submit the completed Questionnaire to PCG for review.

1. The name of the software, the version number, and release date must be completed on the lines provided.
2. The system type must describe the type of system for which the requester is seeking certification, e.g., IEP, Billing, both, etc.
3. All nine (9) questions must be answered.
4. An employee of the company with appropriate knowledge of the system and authority must print their name, sign the form, and note the name of the company, their position with the company, and the date in the spaces provided.
5. The completed questionnaire may be faxed to PCG at (602) 324-5091 or scanned and e-mailed to AZDirect@pcgus.com, or mailed to:
PCG Electronic Signature Certification
101 North 1st Ave., Suite 1800
Phoenix, AZ 85003
6. Include contact information in the fax, e-mail, or cover memo, so that PCG may respond in writing to the request for approval.

Once approval is obtained, that particular version of the software is accepted for electronic signature. If the software is updated or changed, the new version must again be submitted for review and approval.

Electronic signature approval means school districts using the approved software are not required to print their medical records and have their providers sign and date them. This is beneficial at the time of an audit. If, however, it is found on audit that the system does not provide the safeguards certified, the LEA will be responsible for fully signed and dated documentation.

NOTE: If the report, note or log is not visibly dated in the system, or the provider rendered the service on a different date from when the data is entered, the date must appear within the written report/note/log, e.g., "11/10/09-worked on ROM on shoulder/elbow 30 min.", rather than "Worked on ROM on should/elbow 30 min."



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10. Please provide any additional information that will assist PCG during the consideration process.

I, _____, certify that the above information is correct. If the information is found to be false, then all documentation will be considered invalid unless signed and dated by the original provider. This certification is valid only for the system version listed above. New versions must be recertified.

Signature Position

Company/LEA Date

PCG use only

This software is

_____ Not approved – see attached letter.

_____ Approved from _____ to _____

Signature

Date