

Washington Township Health Care District Board of Directors Policy

Title: ELECTRONIC SIGNATURE USE POLICY	
Category: Governance and General Administration	Policy No: A-016
Original Adoption Date: 05/11/22	

PURPOSE:

The use of electronic signatures will add to the efficiency of District staff. The use of electronic signatures is allowed for use as governed by federal and state law (15 U.S.C. §§7001, et seq. [U.S. Federal Electronic Signatures in Global and National Commerce Act]; California Government Code §16.5; California Civil Code §§1633.1 et seq.)

This Policy establishes when electronic signature technology may replace a hand-written signature, with the goal of encouraging the use of paperless electronic documents whenever appropriate and allowed by law. This Policy applies to all signatures used in processing various District documents.

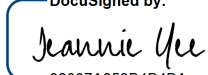
POLICY:

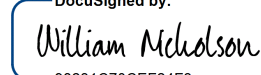
This policy applies to documents requiring a signature of any Board member where the signature is intended to show authorship, approval, authorization, or certification, as allowed by law. The use of electronic signatures is permitted and shall have the same force and effect as the use of a “wet” or manual signature so long as the electronic signature is capable of verification.

Washington Hospital has an agreement with DocuSign© to provide electronic signature capabilities and services. DocuSign© is on the Approved List of Digital Signature Certification Authorities certified by the California Secretary of State for use by public entities.

Examples of Board Approved Documents eligible for electronic signature: Medical Staff Credentialing Documents requiring the signature of the Board Secretary; Board Meeting Minutes; Resolutions and Ordinances; Stipend Vouchers, Memos, Forms, Board Letters, and Other Correspondence.

Approved:

DocuSigned by:

02007A053B4B4BA...
 Jeannie Yee
 President

DocuSigned by:

00231C70CEF24F3...
 William Nicholson, M.D.
 Secretary