



## ELECTRONIC DOCUMENTATION & SIGNATURE AUTHENTICITY AGREEMENT

I understand that ***South Texas Home Rehabilitation and Contract Services, LLC*** staff may use electronic signatures on all computer-generated documentation. An electronic signature will serve as authentication on patient record documents and other organization documents generated in the electronic system.

For purposes of the computerized medical record and other organizational documentation, I acknowledge that the combined use of my Electronic Signature Passcode and Log In Authentication Password will serve as my legal signature. I further understand that an organization-based administrator will issue my initial employee password and that I will create an Electronic Signature Passcode within the software application.

Log In Authentication Passwords must be updated every 60 days by the user, as well as on an as-needed basis in the event system security is breached. I understand that prior to exporting documentation to the organization server, I must review and authenticate, by use of electronic signature, my documentation on the field-based or office computer. I understand that I am responsible for the security and accuracy of information entered into my organization's Kinnser application, and as such, I will:

- not share or otherwise compromise my electronic signature credentials (Log In Authentication Password or Electronic Signature Passcode);
- exit the online application at the end of each working day or whenever the computer is not in my immediate possession;
- not save my Log In Authentication Password and Electronic Signature Passcode on the computer, but will enter them upon each access of the application; and
- review all of my documentation online prior to submitting to the organization.

Employee Signature	Date
Witness Signature	Date