

## “DIGITAL” vs. “WET” SIGNATURES IN SAGE

### Terminology

- “Digital” Signatures
  - o Sage users can sign documents electronically in the system. This is accomplished by finalizing a draft document. This action, in combination with the unique ID of the individual that performed the finalization, represents the e-signature for that document.
  - o Electronic signatures that are captured via electronic signature pads are not accepted by Sage. However, documents that include electronic signatures can be uploaded into Sage.
- “Wet” Signatures
  - o Wet signatures are physical signatures that are required in some instances when a patient, or another individual who does not have access to Sage (e.g., new LPHA or physician staff who do not yet have Sage access), is required to sign a document.
  - o Documents that require a wet signature should be uploaded to Sage for those documents required for auditing purposes.

### Signature Requirements for Documentation within Sage

Signature Type	Signature Requirement	Documentation Type Examples	Upload onto Sage Required?
<b>Wet Signature</b>	Wet signatures are required in instances when a patient, or another individual who does not have access to Sage (e.g., new LPHA or physician staff who do not yet have Sage access), is required to sign a document	Release of Information (Consent)	Yes – After a wet signature is obtained, it needs to be uploaded into Sage
		Treatment Plans	
		Other documentation that requires signature by an individual who does not have access to Sage	
<b>Digital Signature</b>	Digital signatures, captured via electronic signature pads, from appropriate Sage users (e.g., SUD counselors, LPHA’s, physicians) satisfy as signatures for documentation as long as a patient, or another individual who does not have access to Sage, is NOT required to sign the documentation	Other documentation: <ul style="list-style-type: none"> <li>- ASAM Full Assessments</li> <li>- ASAM Triage Screener</li> <li>- Progress Notes</li> <li>- All Miscellaneous Note types (including Case Management Notes)</li> </ul>	No

### Summary

- Generally, documents that require *patient* signatures, such as Release of Information (consent) forms and Treatment Plans, require wet signatures and must be uploaded onto Sage. Otherwise, digital signatures within Sage for other documentation will satisfy from an auditing perspective.
- The only documents that the Department of Health Care Services (DHCS) and SAPC require wet signatures for are documents that must be signed by the patient or another individual who does not have access to Sage (e.g., new LPHA or physician staff who do not yet have Sage access).