



Health Care Agency • Behavioral Health Services • CYS Quality, Review & Training

October 2011

Signature Requirements - Encounter Documents (EDs), Progress Notes, and Treatment Plans:

- Every ED submitted for billing services **must** include the clinician's signature at the bottom of the page, on the line above the clinician's printed name, license type, and job classification. Examples of how to print the necessary clinician information:
 1. Pamela Provider, LCSW, CSW II
 2. Levi Stressed, MA, Psychology Intern
- Every progress note (whether billable, non-billable, or Note-To-Chart) **must** include the clinician's signature at the conclusion of the written entry. The clinician's printed name, license type, and correct job classification **must** appear in the "Clinician Name" box located at the top of the progress note as well. It is NOT necessary to repeat the printed clinician information below their signature on the note, so long as this information is included in the box at the top of the page.

NOTE: The provider's signature is required on all submitted treatment documents (EDs, progress notes, assessments, service plans, etc.) and **must always** match the signature which they have on file with their particular program.

- Licensed Clinical Supervisors **must always** countersign with own signature adjacent to their intern or supervisee's signature on each and every clinical document. This would apply to any staff (MH Rehab Specialists, Psychology Interns, MSW Interns, etc.) that requires a co-signature from a Supervisor on their progress notes. Failure to do so could result in recoupment during an audit of Medi-Cal billing.
- Multiple Page Progress Notes – If a single progress note consists of two or more pages, the clinician's signature must appear at the conclusion of the written entry on the last page of the note. All previous pages in that progress note **must** only be initialed by the clinician at the bottom.
- Master Treatment Plan (MTP) – Provider's signatures **must** be included on the MTP on the date the assessment paperwork is initially completed and the date on which the 6-Month Assessment Update is completed (if applicable).
- Client Service Plan (CSP) – Provider's signature **must** be included on the CSP with corresponding date on which the service plan is initially completed. Typically, this is the same date that all the assessment paperwork is completed. However, at times a CSP may be completed on a later date to accommodate the client. Services may NOT be billed to Medi-Cal, however, until the guardian/client has also signed the CSP, indicating their agreement to the service plan.
- New Providers – If a client is transferred to a new provider for any reason, or a second clinician is going to "sign on" to an existing treatment plan in order to provide specified services (e.g., case management services only), the new clinician **must** sign and date the existing CSP (or a copy to serve as the original) on the "new provider" line. This confirms that the new provider is in agreement with the current CSP as it stands and authorizes them to continue the services as indicated.