



COUNTY OF SANTA CLARA  
**Behavioral Health Services**  
Supporting Wellness and Recovery

## MEMORANDUM

TO: BHSD County Clinic Managers and Contracted Providers

FROM: Sherri Terao, Director, Behavioral Health Services Department

DocuSigned by:  
*Sherri Terao*  
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RE: Electronic Signatures in Electronic Health Records

DATE: February 23, 2022

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In compliance with DMH Letter 08-10 [DMH Letter Electronic Signature and Electronically Signed Records](#) and ADP Bulletin 10-01 [ADP Bulletin 10-01 \(ca.gov\)](#) related to use of electronic signatures in Electronic Health Record (E.H.R.) systems, staff are required to sign an Electronic Signature Agreement (Exhibit/Enclosure 1) on an annual basis. In addition, the County is required to sign an Electronic Signature Certification on behalf of the County and its contracted providers certifying that the E.H.R. systems meet the standards (Exhibit/Enclosure 2).

BHSD will send the Electronic Signature Agreement (Exhibit/Enclosure 1) link to sign via DocuSign to the County Clinic managers and County Contracted Provider Agencies. **County Clinic managers and County Contracted Provider Agencies are expected to distribute the link to their staff to individually sign the document by no later than March 25, 2022.** Thereafter, a notification will be sent at the one-year expiration to ensure the document is signed annually.

For any new hires, once VHP credentialing is completed, the BHSD Business Office will contact the new hire to request a signed Electronic Signature Agreement.

If you have any questions, please contact the BHSD Business Office by email [BHSDBusinessOffice@hhs.sccgov.org](mailto:BHSDBusinessOffice@hhs.sccgov.org)