



TOBY DOUGLAS
DIRECTOR

State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

PPL 12-009

Date: April 30, 2012

To: Local Governmental Agency (LGA) and Local Educational Consortium (LEC) Coordinators

Subject: Electronic Signatures for Claiming Federal Reimbursement for Medi-Cal Administrative Activities (MAA)

This Policy and Procedure Letter (PPL) provides notification to the LGA and LEC Coordinators regarding the use of electronic signatures on time surveys used to allocate allowable costs for MAA and TCM. The use of an electronic signature refers to the act of attaching a signature by electronic means. The Department of Health Care Services (DHCS) will accept the use of electronic signatures for time surveys as equivalent to a manual signature affixed by hand for time surveys effective July 1, 2012.

California has been governed by the California Electronic Transactions Act since 1999. The Civil Code Section 1633.2 of California law and Federal law 15 United States Code Section 7006 both define electronic signatures as “an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.”

To sign the time surveys electronically, LGA and LEC claiming units must have policies and procedures regarding the use of electronic signatures. An electronic signature on the MAA and TCM time survey that meets the following criteria will be acceptable:

- Identifies the individual signing the document by name and title,
- Assures the documentation cannot be altered after the signature has been affixed, and
- Provides evidence that makes it difficult for the signor to claim the electronic signature is not valid.

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If you have any questions or need additional information regarding electronic signatures please contact me by phone at (916) 552-9615, or by email at GBaucom@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY GERI BAUCOM

Geri Baucom, Chief
Administrative Claiming, Local School and Services Branch

cc: Patrick Sutton, LGA Consultant
lgaconsultant@gmail.com