

SIGNATURE LOG

A list of signatures and initials for each employee in the office should be kept on file. In the event of a claim or lawsuit, the initials and/or signature of the employee can be checked against for verification. The log should be updated to reflect the current signature and initials for each employee making entries in the patient's medical record.

EMPLOYEE

Employment Dates
From To

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____

Full Name Title Initials _____

Signature Date _____