



<b>The Human Development Center, Inc.</b> <b>Policy &amp; Procedure</b>	<b>Policy# 213</b>	
<input checked="" type="checkbox"/> Milw County <input type="checkbox"/> T19	Effective Date:  <b>06/01/2015</b> Updated <b>10/2/214;</b> <b>05/28/2015</b>	Subject:  <b>Signature Log Submission</b>

**I. POLICY**

It is the policy of The Human Development Center, Inc to adhere to Medicaid Law. It is also the policy of HDC to ensure that progress notes are entered, reviewed, and approved within five business days. In order to make this possible signature log copies are due daily. Late submissions will be considered an infraction.

Signature logs should be completed according to the standard and model set forth by the HDC Quality Assurance/Quality Control Department and be completely filled out, including dates, travel times, proper indications of type of service, location, and certification by an adult as well as clients. Signature logs cannot be copied or pre-signed.

**II. CONSEQUENCES OF NOT ADHERING TO THE POLICY**

Not adhering to this policy will result in HDC not being in compliance with Medicaid Law. Therefore, providers who do not follow this policy will receive an infraction and the appropriate course of action on the continuum of discipline will be taken e.g. either a documented verbal warning, written warning, or termination depending on the number of infractions the provider has received.

Compliance to Medicaid Law is of utmost importance.

\_\_\_\_\_  
 Provider

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor

\_\_\_\_\_  
 Date