

Procedures: Secure Scanned Signatures

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Sumlar Therapy Services, Inc.

The therapist's **scanned signature** is theirs to use on evaluations and other documentation of a professional nature. It is the employee's responsibility to protect their scanned signature by storing it where it cannot be accessed by others, such as in a password protected account (i.e., email account).

When the therapist attaches their signature onto a document, the document should be protected (i.e., PDF) prior to sharing.