

**PROTOCOL FOR: Co-Signature: Attending Physician Requirements**

- POLICY:**
1. The attending psychiatrist will review and countersign outside agency correspondence that requires signature. This may include but is not limited to insurance forms, welfare applications, disability applications, requests for consultation and clinical documents as appropriate.
  2. PHP staff will complete any agency documentation, as required, prior to physician signature and before submitting to the agency(s).
  3. Copies of all documents requiring co-signature will be kept in the patient's chart located in a secure location.

**APPROVAL:** Nursing Administrative Council  
Partial Hospital Program Steering Committee

**EFFECTIVE DATE:** 4/80

**REVISION DATES:** 2/82, 1/83, 1/86, 1/87, 9/87, 9/88, 9/90, 9/91, 1/93, 4/93, 3/99, 2/00,  
9/02, 5/03, 6/07, 10/08