

DATE: November 6, 2003

TO: Executive Staff  
Managers  
Program Supervisors  
Authorized Administrative Manual Holders

FROM: Donald I. Habkirk, Jr.,  
Executive Director

RE: **EXECUTIVE DIRECTIVE 9 / 2003**  
**Name Stamps**

Effective immediately, name stamps shall **not** be used as staff signatures for clinical records documents. This has always been our unwritten, but stated practice, as required by our accreditor (CARF) and our insurers.

A name stamp does not constitute a bona fide signature in a clinical record. A name stamp may only be used beneath a handwritten signature for legibility purposes.

DIH:rsw

Please retain Executive Directive 9 / 2003 in your Administrative Manual following Divider "A".