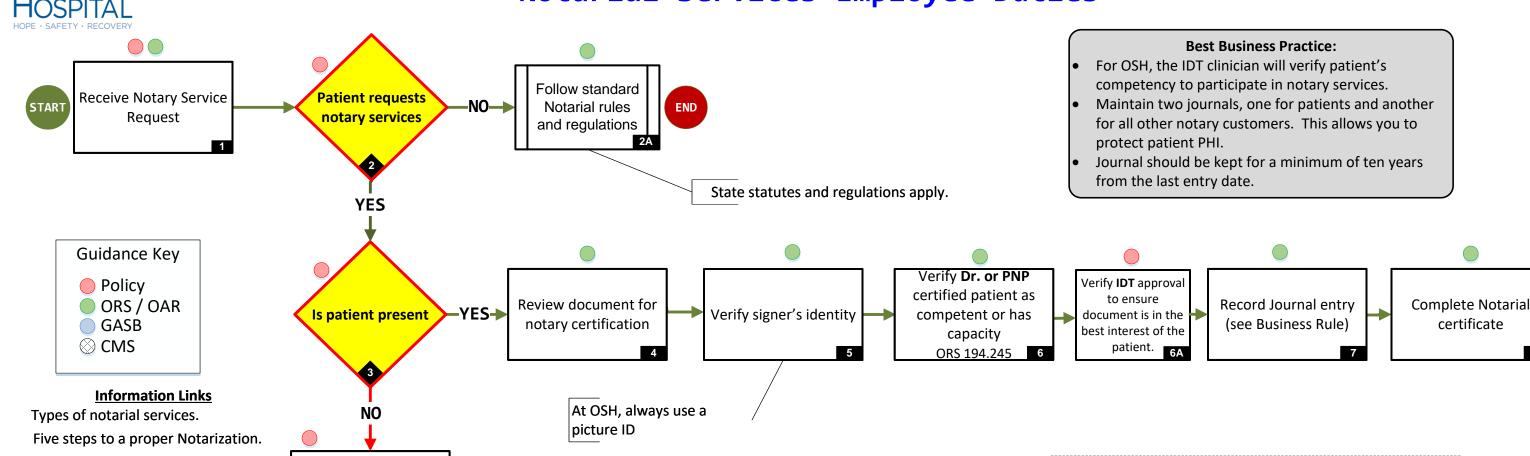


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Business Rule: Never give advice

Best Practices

When a patient needs/wants a document notarized that requires a witness, (Power of Attorney (POA), custody papers, court documents, etc...) there will need to be two separate approvals to ensure the best outcome for our patients. OSH notaries cannot notarize a patient document without these two approvals:

- 1). The attending practitioner must attest to the patient's capacity to understand the document and any possible ramifications of it.
- 2) The IDT must determine if the document is in the best interest of the patient.

Patient identifying by other than legal name.

In journal, document the legal name and then document identifies as ex: "john doe"

This is to include if patient signs identified as name/signature

No Picture ID card signature to verify notarization signature to.

Is there a signature on any documents to verify signature against? (This document will need to be supplied to the notary.)

At OSH, the patient must be present to

proceed.

This is a bigger issue when there is a doubt of accurate ID. Will need a credible witness to attest to personal knowledge as proof of identity.

Can OSH badge (without signature) be used as Picture ID?

Yes, if there is no question of accurate ID. It is a state government issued badge

Credible witness when no ID or signature to compare with.

Must be sure to administer OATH to credible witness.

Credible witness must sign journal, have ID. (can use OSH badge)

In Oregon- notaries NEVER oath "under penalty of perjury"

If no one is willing to be a credible witness, do not notarize.

Clearly document each instance above in the Notary Journal.

Do not worry about taking up too many lines, or too much space.

Acronyms

CMS: Centers for Medicare & Medicaid Services

GASB: Governmental Accounting Standards Board

IDT: Interdisciplinary Treatment Team

OAR: Oregon Administrative Rule ORS: Oregon Revised Statute

OSH: Oregon State Hospital

PHI: Personal Health Information

Journal Note

- 11. Journal must have bound pages.
- 2. Type of notarization.
- 3. Date & time of document..
- 14. Type of document
- 5. Signature printed name of individual
- 6.Address of individual.
- 7. Address of individual.
- 18. Detailed identification of individual (with picture).
- 9. The right thumbprint of the signer, (optional).
- 110. Pertinent data (such as, signer appeared both willing and aware of the notarial act).
- 111. Journal is kept for a minimum of 10 years from the last entry and must be retrievable during an audit.