

The DocuMinute

Simple Tips = Big Improvements

ePCR Crew Member Signature Requirements

Quick Reference Guide

Why Signatures Matter

Crew member signatures:

- Hold providers **accountable** for the documentation.
 - Confirm that the ePCR has been **reviewed and approved** by all involved.
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When Are Signatures Required?

- **Every time** patient contact is made.
 - **All listed crew members** must sign the ePCR.
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Best Practices

- **Proofread** each ePCR before submission.
 - Ensure:
 - Listed crew members **match** the crew member signatures.
 - **No signatures are missing.**
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What Happens If There's an Issue?

- If a signature is missing or the listed crew does not match the signatures:
 - The ePCR **will be returned for correction.**
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Need More Info?

Refer to **pages 9–10** [1101-documentation-policy-2025-10-1-2025.pdf](#) of the **Documentation Policy** for full details.