


CHAPTER Service Delivery	CHAPTER 02	SECTION 002	SUBJECT 45
SECTION Records		DESCRIPTION Case Record Organization	
WRITTEN BY Lauren J. Emmons, ACSW Associate Director	REVISED BY Mandi Brace, Administrative Support Services Manager	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

The documents related to the delivery of clinical services to persons served will be maintained in the electronic health record (EHR) or in paper-based case record files and organized consistent with the protocol detailed in the agency Electronic Health Record Scan Document Guide.

STANDARDS:

The case records will be maintained in the EHR. The EHR will contain all clinical information and documentation required by, but not limited to, Medicaid guidelines, Region 10 PIHP policy, CARF standards, Michigan Mental Health Code, and Lapeer County CMH policy.

PROCEDURES:

- A. It is the responsibility of the medical records department in collaboration with the primary case holder to assure all documents are scanned in the EHR according to the guidelines established in this policy and as outlined in the EHR Scan Document Guide.

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B. Incident Reports should not be filed in the clinical portion of the record. Incident Reports will be entered and maintained in the EHR, but not in the "Consumer Chart" link.

DEFINITIONS:

The terms clinical record, medical record, case record, electronic health record and person served chart are used interchangeably and refer to the set of documents related to the delivery of mental health services for a person served.

REFERENCES:

Electronic Health Record (EHR Scan Document Guide)

AB:mgr

This policy supersedes
#06/06024 dated 06/12/2006.
