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| CHAPTER: 4  | SECTION: 14   | SUBJECT: <b>INDIVIDUAL CARE TO CONSUMERS</b> |
| TITLE:<br><b>PSYCHIATRIC SERVICES</b>   |   |  |
| EFFECTIVE DATE:<br><b>12/15/95</b>  | REVISED/REVIEWED DATE:<br><b>12/15/96, 3/27/01, 1/6/04, 7/6/04, 8/16/05<br/>2/5/08, 2/3/10, 4/2/12, 5/10/13, 7/8/14,<br/>7/7/15, 6/7/16, 8/31/17, 6/25/18</b> |  |
| ISSUED AND APPROVED BY:<br><br><b>EXECUTIVE DIRECTOR</b> |   |  |

**I. PURPOSE:**

To describe the services performed by prescribers.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) operated and contracted programs as specified by contract.

**III. DEFINITIONS:**

**Prescriber:** A psychiatrist, nurse practitioner, or physician's assistant who directs the selection and prescribing of medication(s).

**IV. POLICY:**

It is the policy of CMHOC to retain prescribers and advanced practice registered nurses licensed in the State of Michigan to provide psychiatric services for CMHOC consumers.

**V. PROCEDURE:**

(Refer to Medication Committee Manual for more specific procedures)

A. Assessment and evaluation:

1. Referral for psychiatric assessment and evaluation will be made by the assigned clinician/case manager/supports coordinator, following a complete psychosocial assessment and in conjunction with person-centered planning.
2. The clinician making that determination will request support staff to make an appointment for the individual with a prescriber.
3. A written psychosocial assessment will be available to the prescriber at the time of the appointment.
4. All emergency or urgent appointments will be arranged by the treatment team serving the individual.

B. Treatment:

1. Following assessment and evaluation, the prescriber will prepare a psychiatric evaluation report that will outline the plan of treatment for psychiatric services.
2. The plan of treatment will be documented in the clinical record and added to the individual plan of service.

3. Follow-up appointments with the prescriber, if needed, will be arranged at intervals determined by the prescriber.
4. Significant events will be communicated to the primary care physician (e.g., when psychotropic medications are initially prescribed and/or significantly changed).

C. Supervision:

1. A psychiatrist will review and sign all treatment plans, status reports, and discharge reports prepared as required by third party payors.
2. The prescriber may, from review of the record, determine that a psychiatric evaluation is indicated and coordinate with the assigned treatment team to arrange for it.

D. Certification:

1. A psychiatrist may prepare proper certification, if in the course of treatment, a patient under his/her care needs hospitalization.
2. In most circumstances, consumers, prior to hospital certification, will first be evaluated by Crisis Intervention Service or a member of the assigned CMHOC treatment team.
3. The prescriber may refer or delegate the responsibility to Crisis Intervention Services to obtain certification at the emergency room of a medical hospital.
4. During normal clinic business hours, a psychiatrist may be asked to evaluate and prepare certification for a person who is not under his/her care.
5. If continuing order is required, a staff psychiatrist is expected to facilitate the process up to and including a court appearance.

E. Medication/Prescription on Site/Medication Storage/Provision of Medication Samples:

The prescriber shall follow guidelines set by the Pharmacy and Therapeutics Committee.

F. Referral:

The prescriber will provide consultation, as necessary, to facilitate transition.

G. Seeking Consultation:

If in the course of evaluation or treatment, the prescriber deems it necessary to obtain further assistance; the prescriber may seek consultation with another CMHOC prescriber, or the Lakeshore Regional Entity Medical Director.

H. On-Call Duties:

Certain prescribers may provide on-call consultation (by telephone only, no face-to-face patient contact) as needed outside normal clinic business hours.

I. Primary Care Provider Consultation

Also known as “curbside consultation,” any Primary Care Provider (PCP) can request, free of charge, a psychiatric consultation with a CMHOC prescriber or through the CMHOC/University of Michigan MC3 collaborative project. This process is outlined in Operational Guideline 10(06) Psychiatric and Primary Care Provider Consults.

**VI. ATTACHMENT:**

Not applicable.

**VII. REFERENCE:**

The Michigan Department of Health and Human Services Standards for Mental Health Services, and MDCH Administrative Rules.

Operational Guideline 10(06) Psychiatric and Primary Care Provider Consults.  
Pharmacy and Therapeutics/Medication Committee Medication Manual