


CHAPTER: 4	SECTION: 22	SUBJECT: INDIVIDUAL CARE TO CONSUMERS
TITLE: MEDICAL RECORDS		
EFFECTIVE DATE: 6/1/88	REVISED/REVIEWED DATE: 12/15/95, 11/15/99, 9/25/02, 6/7/05, 02/05/08, 2/13/12, 04/18/13, 4/30/14, 6/15/15, 4/21/16, 5/1/17, 7/13/18	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

- I. **PURPOSE:**
To establish policy and procedure for the medical records of Agency consumers.

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

- III. **DEFINITIONS:**
 - A) **Medical Records System** is a central component of an effective and efficient mental health care system. Medical records serve three general functions:
 - 1) to store individual consumer information about service needs, services provided, and outcomes of this service provision;
 - 2) to provide the raw data that yields information about consumer groups that is necessary for effective management of the service system; and
 - 3) To assure that information is collected and maintained in a manner that meets all relevant legal, regulatory, and administrative needs and requirements.

 - B) These functions are interdependent and all will be performed by the CMHOC Medical Records System.

- IV. **POLICY:**
It is the policy of CMHOC that all consumer records, whether generated by CMHOC operated programs or contracted programs, will comply with all standards described in the Medicaid Manual, CARF Behavioral Health Standards, HIPAA, and BBA.

- V. **PROCEDURE:**
 - A) It is the responsibility of the CMHOC Health Information Management Committee to maintain a process which describes and provides instructions in the use of the CMHOC Medical Records System and to assure that all clinical records compiled by CMHOC or by its contracted programs conform to applicable standards described in the most appropriate Manual or regulatory standard.

 - B) The Health Information Management Committee shall describe and monitor procedures used to assure compliance with all standards.

 - C) The Health Information Management Committee will assure that the records system is reviewed regularly and its relevancy and accuracy are maintained.

D) The Health Information Management Committee will regularly review compliance data related to Medical Record Reviews.

VI. **REFERENCE:**

- 1) Medicaid Chapter III, CMHOC Provider Manual, CARF Behavioral Health Standards Manual, BBA, and HIPAA.