


CHAPTER: 9	SECTION: 16	SUBJECT: HUMAN RESOURCES
TITLE: <b>CLINICAL DOCUMENTATION</b>		
EFFECTIVE DATE: 3/27/2001	REVISED/REVIEWED DATE: 7/8/03, 12/20/05, 5/6/08, 2/13/12, 04/05/13, 4/22/14, 6/15/15, 4/21/16, 5/1/17, 7/13/18, 9/4/19, 11/30/20, 05/01/21, 11/01/22, 11/17/23	
ISSUED AND APPROVED BY:  		
EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To assure consistent standards for clinical documentation are communicated to staff.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) employees, contracted employees, and anyone else who make entries directly into a clinical record held by CMHOC.

**III. DEFINITIONS:**

Direct Service Staff: CLS workers, Community Health Workers, Supports Coordinator Aides, Supports Coordinators, Case Managers, Licensed Psychologists, Mental Health Clinicians, Mental Health Specialists, Occupational Therapists, Team Supervisors, Program Coordinators, Psychiatrists, Clinical Nurse Specialists, Nurse Practitioners, Registered Nurses, Registered Nurse Supervisor, Speech/Language Pathologist, and all others employed by CMHOC and/or contracted with CMHOC who enter information directly into CMHOC clinical records.

**IV. POLICY:**

It is the policy of CMHOC that all CMH staff and contractual employees, if specified in the contract, providing direct care to consumers adhere to the standards specified in the Medical Records Manual. More specifically, all direct service staff shall be informed of their need to adhere to the attached Medical Records Documentation Requirements. Each impacted employee shall read and review the document and sign a statement acknowledging the receipt of the standard.

**V. PROCEDURE:**

1. The supervisory staff shall assure that all full and part time direct service staff and contracted employees read, review, sign and receive a copy of the “Medical Records Documentation Requirements” document at new employee orientation.
2. The supervisory staff are responsible for reviewing, signing, and assuring that all staff receives a copy of the “Medical Records Documentation Requirements” on an annual basis.
3. The signed document will be sent to Human Resources and placed in the individual’s personnel file.

**VI. ATTACHMENT:**

Medical Records Documentation Requirements form

**VII. REFERENCE:**

Medical Records Documents which captures the requirements of the following: CARF, MDHHS  
Site Review Check List, BBA, and HIPAA.