

Behavioral HealthCare, Inc.

155 Inverness Drive West, Suite 201, Englewood CO 80112-1411

HIPAA

Subject: Treatment Record Content		Effective Date: 9/95
Authorized by: Sherry Engleman, Privacy Officer	Page: 1 of 3	Review Date: 4/1/99,.4/1/00, 6/5/01, 12/19/01 6/5/02, 11/03, 4/04, 9/05, 11/27/06, 12/06, 12/31/07

Policy:

It is the policy of Behavioral HealthCare Inc. to maintain treatment and billing records that provide timely documentation of relevant aspects of consumer care in evaluation and treatment.

Purpose:

To facilitate communication, coordination and continuity of care; and promote the efficiency and effectiveness of treatment.

Procedure:

The designated record set will consist of the clinical record and the billing record. Information pertaining to care provided to consumers shall be kept in a clinical record, including:

- A. Consumer identification - consumer's address, employer or school, home and work telephone numbers including emergency contacts, marital/legal status, appropriate consent forms, and guardianship information, if relevant;
- B. Information on presenting illness and complaint - presenting problems and relevant psychological and social conditions affecting the consumer's medical and psychiatric status;
- C. An individual assessment with information about physical health status, including evaluation of medical conditions producing psychiatric signs and symptoms, problems and strengths in the areas of emotional, behavioral, vocational and social needs of consumers and families:
- D. Relevant medical conditions are listed, prominently identified and revised;
- E. Special status situations, such as imminent risk of harm, suicidal ideation, or elopement potential are prominently noted, documented and revised in compliance with written protocols;
 1. Allergies and adverse reactions are clearly documented;
 2. A lack of known allergies and sensitivities to pharmaceuticals and other substances in prominently noted;

Behavioral HealthCare, Inc.

155 Inverness Drive West, Suite 201, Englewood CO 80112-1411

HIPAA

Subject: Treatment Record Content		Effective Date: 9/95
Authorized by: Sherry Engleman, Privacy Officer	Page: 2 of 3	Review Date: 4/1/99,.4/1/00, 6/5/01, 12/19/01 6/5/02, 11/03, 4/04, 9/05, 11/27/06, 12/06, 12/31/07

3. A medical and psychiatric history is documented, including previous treatment dates, provider identification, therapeutic interventions and responses, sources of clinical data, relevant family information, results of laboratory tests and consultation reports;
 4. For consumers 12 and older, documentation includes past and present use of cigarettes and alcohol, as well as illicit, prescribed and over-the-counter drugs;
- F. Growth and development for children and adolescents - prenatal and perinatal events, and a complete developmental history (physical, psychological, social, intellectual and academic) are documented;
- G. A Diagnostic & Statistical Manual of Mental Disorders (DSM) diagnosis based on psychiatric, psychological or medical condition with sufficient criteria per the current DSM to support the diagnosis and any subsequent changes in diagnosis - a current edition DSM diagnosis is documented, consistent with the presenting problems, history, mental status examination and/or other assessment data;
- H. A mental status examination for each consumer who is given a diagnosis including presentation/appearance, affect and mood, cognitive functioning, thought content/process, danger to self and others, intellectual functioning - a mental status evaluation documents the consumer's affect, speech, mood, thought content, judgment, insight, attention/concentration, memory and impulse control;
- I. An individualized service plan containing goals relating to needs identified in the assessment and specific outcomes or objectives which relate to the goals, written in measurable terms with frequencies of intervention and evidence that the client and representative, if appropriate, participates in the development of, and concurs with the plan and significant revisions, whenever possible:
1. treatment plans are consistent with diagnoses and have objective measurable goals and estimated time frames for goal attainment or problem resolution;
 2. the focus of treatment interventions is consistent with the treatment plan goals and objectives;

Behavioral HealthCare, Inc.

155 Inverness Drive West, Suite 201, Englewood CO 80112-1411

HIPAA

Subject: Treatment Record Content		Effective Date: 9/95
Authorized by: Sherry Engleman, Privacy Officer	Page: 3 of 3	Review Date: 4/1/99,.4/1/00, 6/5/01, 12/19/01 6/5/02, 11/03, 4/04, 9/05, 11/27/06, 12/06, 12/31/07

3. informed consent for medication is documented;
 4. the consumer's understanding of the treatment plan is documented;
- J. A minimum of monthly progress notes which reflect progress toward goals and objectives including dates and types of service, with case management notes reflecting the content of each contact:
1. each record indicates what medications have been prescribed, the dosages of each and the dates of initial prescription or refills;
 2. progress notes describe consumer strengths and limitations in achieving treatment plan goals and objectives;
 3. consumers who become homicidal, suicidal or unable to conduct activities of daily living are promptly referred to the appropriate level of care;
 4. the treatment record documents preventive services as appropriate, such as relapse prevention, stress management, wellness programs, lifestyle changes and referrals to community resources;
 5. the treatment record reflects continuity and coordination of care between the primary clinician, consultants, ancillary providers and health care institutions;
- K. A discharge summary - the treatment record documents dates of follow-up appointments or, as appropriate, a discharge plan;
- L. Each page in the treatment record contains the consumer's name and identification number:
1. All entries in the treatment record include the responsible clinician's name and professional degree;
 2. All entries are dated;
 3. The record is legible.