

SUBJECT: AUTHORIZED CHARTING PRIVILEGES

EFFECTIVE  
DATE: 04-20-11 (replaces 01-11-10)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_

Executive Director

---

PURPOSE

To allow identification of approved staff signatures in the consumer record. Entries in consumer records are made only by individuals authorized to do so.

POLICY

The authorization for charting privileges system is established to ensure the integrity of the authentication of consumer record entries.

SCOPE

Physicians, clinicians, associate directors, center/program directors, and designated clerical staff.

PROCEDURE

During personnel orientation of new providers and designated clinical staff to the agency, an explanation, discussion and the completion of the McIntosh Trail CSB Charting Privileges form found in FormDocs will be completed. Authorization to make entries into the chart will be authorized by the employee's Clinical Supervisor or the Human Resource Manager. A copy of the Charting Privileges form will be forwarded to the Medical Records Clerk for posting with the Authorization to Access Clinical Records form.

Rubber stamp is to be used only for Medicaid, Medicare or insurance billing forms. Individuals authorized to use rubber stamps will be responsible for keeping them secure from use by anyone else.