

SUBJECT: CLINICAL RECORD REVIEWS

EFFECTIVE
DATE: 04-20-11 (replaces 04-07-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB that consumer records will be reviewed for completeness, accuracy, appropriateness, and timeliness of completion.

PROCEDURE

1. COMPLETENESS/TIMELINESS

Reviews for completion and timeliness of forms will be performed by the Medical Records Clerk or his/her designee on all consumer records as appropriate. He/she will assure that forms are filed in the record in accordance with Policy 1117 on organization of consumer records. Any discrepancies found will be noted and the record will be returned to the clinician for completion/correction. The clinician will be given a timeframe for completing information and/or making corrections and return the record to their clinical supervisor or the program director designee. The clinical director or program director designee will verify the corrections have been made and follow-up on those records that remain out of compliance.

2. CLINICAL PEER RECORDS REVIEW

Peer reviews of consumer records will be done by staff quarterly. An aggregate report outlining the number of records reviewed, the number of records in compliance, and the number of records that remain out of compliance will be submitted to the Leadership Team quarterly. The Leadership Team will determine if improvement activity needs to be developed to increase compliance of consumer records.