

SUBJECT: TIMELINESS OF CONSUMER RECORDS

EFFECTIVE  
DATE: 06-14-11 (replaces 03-02-10)

APPROVED BY:

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

Executive Director

---

POLICY

The consumer record will have timely entries as indicated below.

ADMISSION FORMS: (includes consumer rights/responsibilities, consents/authorizations)  
Recommend reviewed, completed and signed upon entry into services. Reviewed,  
completed, and signed again at least annually.

MULTI-PURPOSE INFORMATION CONSUMER PROFILE (MICP) AND OUTPATIENT TREATMENT REQUEST  
(OTR) (includes Individualized Service/Recovery Plan)

MICPs should be completed, signed, and submitted to APS within 2 days for Medicaid  
(MRO) and state contracted consumers. MICPs should be completed, signed, and  
submitted prior to the expiration date when there is a change of level of care or a  
reauthorization due.

Registration: Filed in chart within 5 days of authorization.  
Ongoing: Filed in chart within 5 days of authorization.  
New Episode: Filed in chart within 5 days of authorization.

OTRs and Outpatient Treatment requests for CMO covered services should be completed,  
signed, and submitted to UM on or before the date of the service(s) being requested,  
reauthorized or extended.

Amerigroup: Filed within 5 days of authorization.  
Cenpatico: Filed within 5 days of authorization.  
Magellan: Filed within 5 days of authorization.

INITIAL BIOPSYCHOSOCIAL ASSESSMENT:

MH: Completed and filed within 7 days of each entry into service.  
AD: Completed and filed within 7 days of each entry into service.  
DD: Completed and filed within 7 days of each entry into service.

BIOPSYCHOSOCIAL ASSESSMENT UPDATE: After completion of the Initial Biopsychosocial  
Assessment, Biopsychosocial Assessment Updates should be completed as part of all  
Behavioral Health Assessments. Behavioral Health Assessments should be completed at  
least annually for all active consumers.

MEDICATION/PRESCRIPTION RECORD:

All medication orders prescribed by agency physicians or CNS are listed on this  
form.

MEDICATION CONSENT:

Completed for each medication prescribed by agency physician or CNS.

SUBJECT: TIMELINESS OF CONSUMER RECORDS

EFFECTIVE  
DATE: 06-14-11 (replaces 03-02-10)

APPROVED BY:

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

Executive Director

---

POLICY (Continued)

MEDICATION ADMINISTRATION/LABORATORY RECORD:

As medications/lab work/nurse services (Health Bio Assessment not included) are administered/ordered.

MEDICATION RECONCILIATION FORM:

Completed at intake; list all medications prescribed to consumer at time of intake and update whenever consumer is prescribed a new medication.

PHYSICIAN/CNS PSYCHIATRIC ASSESSMENT:

MH: Completed within 30 days of entry into service and as prescribed by physician or CNS thereafter.

AD: Completed within 30 days of entry into service and as prescribed by physician or CNS thereafter.

AUTHORIZATION FOR RELEASE OF INFORMATION:

Must be obtained for communication with all entities outside the organization, except as allowed/required by law and updated annually.

TRANSITION/DISCHARGE SUMMARY:

Although discharge planning begins upon entry into services, a transfer/discharge summary must be completed within 15 days of a planned discharge from service (for AD consumers, within 10 days). The transition/discharge summary for an unplanned AD consumer discharge is due 7 days after the discharge date. The transition/discharge summary for an unplanned MH or DD consumer discharge is due within 30 days of the discharge date.

\*Note: A Discharge MICP closes out all services authorized by APS. The agency's Transition/Discharge Summary is required whenever the consumer is released from a program and for all chart closures.

VERBAL AND TELEPHONE ORDERS:

Any prescription/order given over the telephone by a physician must be authenticated within 72 hours by the physician.

PROGRESS NOTES:

**Outpatient/Community Support Services:** Progress notes are to be written immediately and filed within 5 days of the service being rendered.

**Adult Peer Support:** Progress notes are to be written daily and compiled into a weekly summary note. The notes must be filed within 7 days.

**MH and AD Residential Services:** Progress notes are to be written weekly and filed in 7 days.

**DD Day, Community, and Housing:** Progress notes are to be written and filed daily.