

SUBJECT: ORGANIZATION OF CONSUMER RECORDS

EFFECTIVE
DATE: 03-22-11 (replaces 1-11-10)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to assure that consumer records are organized in a fashion that makes information readily accessible and provides ease for insertion of information.

PROCEDURE

Each site's designated Medical Records Clerk will be responsible for reviewing consumer records to assure that all forms and progress notes are placed in the record as specified in the "Organization of Consumer Records" index, which can be found in FormDocs.

Forms will be filed according to the appropriate tab and then filed in chronological order beneath that tab, so that the most recent documentation will be present directly beneath the tab. The High Risk Consumer form will be placed on top of all other forms, tabs, leaflets, etc. on the left-hand side of the chart.