

MCINTOSH TRAIL MENTAL HEALTH/
MENTAL RETARDATION/SUBSTANCE ABUSE
COMMUNITY SERVICE BOARD

POLICY NO. 1118
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SUBJECT: ASSEMBLY OF CONSUMER RECORDS
FOR SCHEDULED/UNSCHEDULED VISITS

EFFECTIVE
DATE: 06-28-02 (replaces 4-5-02)

APPROVED BY:

Reviewed (no changes): 03-31-05 12-14-09
11-06-07 _____

Executive Director

PURPOSE

To ensure that the organization uses a consumer information system that will allow for the routine assembly of consumer records in a timely manner, as needed for all consumer visits.

POLICY

A computerized consumer information system is used to identify the location of the Single Official Record.

PROCEDURE

All consumer documentation generated by locations other than the location of the Single Official Record will be forwarded and combined in the Single Official Record. All records will be filed in accordance with Policy 1117.

Reference: JCAHO IM