

**ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**ADMINISTRATIVE PROCEDURE**

Date Issued **7/24**

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<b>CHAPTER</b> Health/Medical	<b>CHAPTER</b> 04	<b>SECTION</b> 002	<b>SUBJECT</b> 0015
<b>SECTION</b> Health Care	<b>SUBJECT</b> Medical Appointment Information Record		
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I. **APPLICATION:**

- SCCCMH Board
- SCCCMH Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health (SCCCMH) shall ensure proper treatment is provided to the individual and accurate communication occurs regarding medical conditions between the individual, care provider and prescriber.

III. **DEFINITIONS:**

None Available

IV. **STANDARDS:**

None Available

V. **PROCEDURES:**

**Residential Program Supervisor/Designee/Specialized Foster Care Provider**

1. Completes the top portion of form [#0050 Medical Appointment Information Record](#) prior to the face to face/virtual/phone medical appointments for non-SCCCMH medical appointments. For SCCCMH medical appointments, the residential staff will request the Visit Summary form generated in OASIS at checkout.
2. Requests that Prescribers complete the physician section of the Medical Appointment Information Record. If Prescriber refuses and staff is present in the appointment with the individual, staff documents information obtained from Prescriber. Not applicable for SCCCMH medical appointments.
3. Makes a signed, timed, and dated note in Health Care Chronological that a Medical Appointment Information Form was completed.

<b>CHAPTER</b> Health/Medical	<b>VOLUME</b> III, IV	<b>CHAPTER</b> 03	<b>SECTION</b> 010	<b>SUBJECT</b> 0050
<b>SECTION</b> Health Care	<b>SUBJECT</b> Medical Appointment Information Record			

4. Retains original Medical Appointment Information Record or Visit Summary form in home record. Sends copies for previous month to assigned Case Manager at the beginning of each month.

VI. REFERENCES:

- A. [#0050 Medical Appointment Information Record](#)

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 09/94, 03/98, 02/00, 02/02, 02/04, 02/06, 02/08, 02/10, 01/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 03/20, 03/21, 05/22, 11/23.