

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 05/24

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Sub-contractors
- Direct-Operated Contractors
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that each individual has a medical history/ health information maintained in their record.

III. DEFINITIONS:

A. Medical History: Means a chronological history, which highlights major medical events such as hospitalizations, surgeries, major illness, significant diagnostic studies, orthopedic treatments, and dental surgeries. It may also include new medical diagnosis, audiological, neurological, vision, dermatology, podiatry consults and evaluations.

IV. STANDARD:

A. An accurate recording of an individual's medical information is an important part of the electronic health record. Medical history information is found in the biopsychosocial initially and updated as needed and annually as a minimum. In addition, updates can be found in progress or contact notes as medical events occur.

V. PROCEDURES:

Case Holder

1. Reviews the individual's current and historical medical history initially and documents pertinent information in the appropriate section of the biopsychosocial. Contacts the parent or guardian, if appropriate, to obtain medical information. This is part of the Person-Centered Planning Assessment process.
2. Updates the Medical History section of the biopsychosocial or enters information in the progress or contact note section of the electronic medical record as significant major medical events occur, (i.e., hospitalizations, broken bones, etc.).
3. Reviews and updates Medical History section of the biopsychosocial or enters information in the progress or contact note section of the electronic medical record as needed and at least annually.

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VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 04/91, 06/93, 10/96, 12/96, 01/99, 12/00, 12/02, 12/04, 01/07, 12/08, 12/10, 09/12, 09/13, 09/14, 09/15, 09/16, 09/17, 11/18, 11/19, 11/20, 11/21, 11/22.