

GREATER COLUMBIA BEHAVIORAL HEALTH Policies and Procedures

Category: Clinical
Approved On: 01/1999
Approved By: The Board of Directors
Revised: 08/25/05
Reviewed: 09/21/06
Effective Date: 15 days from the last revision date

No: CL306.01

Title: Treatment Record/Documentation Policy

I. Scope:

This policy applies to subcontractors of Greater Columbia Behavioral Health (GCBH) who provide direct services.

II. Purpose:

- A. To ensure that all subcontractors of GCBH adhere to internal written instructions, such as policies and/or procedures that promote accurate, timely, consistent, and complete treatment record documentation.
- B. To ensure compliance with:
 - RCW 71.05, 71.34 and 71.24
 - WAC 275-57, 55 & 54 (and all applicable revisions)
 - GCBH/Member Government Contract
 - GCBH Standards

III. Process/Procedures:

- A. GCBH subcontractors who provide direct services shall have written instructions, such as policies and procedures, that clearly delineate policies and procedures for recordkeeping and incorporate applicable regulations listed in Section IV. B. 1-4.
- B. GCBH subcontractors shall be held accountable for maintaining compliance with applicable regulations noted above in Section IV. B.

IV. Integration With Greater Columbia Behavioral Health Quality Management Program:

GCBH shall assure that subcontractors who provide direct services adhere to recordkeeping processes through the contract audit process.

V. Community Integration/Cross System Relationship:

Treatment record documentation shall reflect continuity and coordination of care between the primary clinician, consultants, ancillary providers, and health care institutions.

VI. Expected Outcome(s):

Complete and consistent documentation in treatment records that supports continuity of care, that the appropriate level of care has been rendered and that treatment is tied back to the treatment plan.

VII. Cost Analysis:

Costs may include, but not be limited to, the development, implementation, and training of policies and procedures for the Treatment Record Standard.

VIII. Scheduled Review of this Policy:

The review of the GCBH policies and procedures manual is on a two year cycle. The GCBH policy review and revision approval process is a three month process. This policy is scheduled to be reviewed every second year:

- A. by GCBH staff by September of even years,
- B. by the Regional Advisory Board (RAB) by October of even years,
- C. by the GCBH Board of Directors by November of even years, and
- D. outside of the schedule if required.

Reviewed:

Date:

/S/ William Wilson, DrPH
William Wilson, DrPH
Interim Director

9/21/06