NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES POLICY AND PROCEDURE

APPROVAL:	Rosalyne Re	ynolds {s},	Agency Di	rector
REVIEW/RE	VISE DATE: 8/8/90	0, 7/22/92, 6/30/95, 11/12	/98, 03/21/02, 7/3/0	8, 4/21/11
ORIGINAL DATE: 2/6/89				
NUMBER:	NN-IM-MR-02		Pag	ge 1 of 3
SUBJECT:	FORMS AND FOR	MAT - MEDICAL RECOR	DS	

1. PURPOSE

The purpose of this policy is to set forth the method of introducing new or revised forms, to establish a procedure for prevention of forms duplication and, to assist with the format control of forms that will become a permanent part of the Northern Nevada Adult Mental Health Services (NNAMHS) consumer medical record.

II. POLICY

Only those forms approved by the Consumer Information Management Committee (CIMC) shall become a permanent part of the medical record.

III. PROCEDURE

A. Any staff/department/service may propose new forms or suggest changes to current forms.

- B. Proposals for new forms must be forwarded to the Director of Health Information and/or designee with:
 - 1. Draft of proposed form.
 - 2. Procedure for use of the form.
- C. The Health Information Director and/or designee will present the request to the Consumer Information Management Committee for review and action.
 - If the form is approved, the Consumer Information Management Committee will notify the Health Information Director and/or designee and the requestor.
 - 2. If the request is disapproved, the Consumer Information Management Committee will inform the Health Information Director and/or designee and those involved of the reason(s) the form was disapproved.
 - 3. All forms must have final approval the CIMC Committee prior to implementation.
 - 4. All changes to forms must be made following the procedures listed above.
- D. If approved, the Health Information Director and/or designee will assign a medical record number. It will then be forwarded to the AA IV so it can be put in the forms folder on the X-drive. At that time, anyone can print their own form.
- E. The originating department will be responsible for distributing the new policy/procedure for use of the form to the appropriate staff. The Department heads are responsible for training staff in the use of the new/revised form.
- F. Only forms with an assigned medical record number will be a permanent part of the record. Forms not approved for use, but that appear in the medical record at discharge, will be shredded by the Health Information Services Department.

G. Electronic Forms and/or Reports:

Forms devised for use in the electronic record will be reviewed, revised, and approved by the Consumer Information Management Committee.

Follow procedure outlined above.