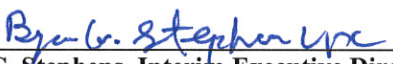
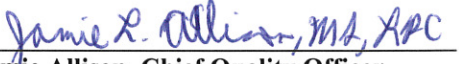




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 5002	Electronic Clinical/Medical Records
Origination Date: November 19, 2009	
Revision Date: November 20, 2010, October 4, 2012, October 15, 2013, October 4, 2016	
Reviewed Date: November 18, 2010	
Approved:	
 Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

POLICY:

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board to maintain an Electronic Clinical/Medical Records (ECR/EMR) system.

PROCEDURE:

1. Demographic information from the ECR/EMR system is uploaded to the state system to provide a statewide master patient index. This ECR/EMR system uses the current DBHDD Authorization request system to track the different levels of care for a client.
2. The ECR/EMR system will allow all data entry to be accomplished in an on-line data entry mode, which includes: scheduling, demographic information, financial information, service events, etc.
3. The ECR/EMR system maintains a history of clinical and financial information for a client
4. Clients' clinical records can be accessed 24/7 by authorized staff.
5. All data information entered into the system will be accomplished on-line and should be done in a real-time mode as the client receives services.
6. The system allows for the retrieval of any data item that has been entered into the ECR/EMR by either an aggregate summary or a detailed representation.
7. The demographic, contact and financial information should be reviewed with the client on a periodic basis to insure accuracy.