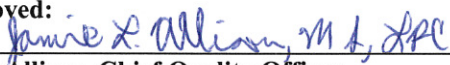





COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 5010	Chart Completion
Origination Date: February 1999	
Revision Date: February 2005; February 11, 2006; May 4, 2009, September 30, 2013	
Reviewed Date: December 2003; February 2004; May 9, 2007; May 5, 2008; April 22, 2010, May 4, 2012, October 6, 2016	
Approved:	
 _____ Jamie Allison, Chief Quality Officer	 _____ Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that records of clients will be completed in a timely manner while the client is in treatment but no later than 15 days after the determination is made to discharge a client from treatment.

PROCEDURE:

1. Staff will complete all assessments as identified in the program policies. If assessments are in the client's Electronic Clinical Record (ECR), the report is **NOT** printed and placed in the chart. If the assessment is not in the ECR the document is placed in the chart in correct chart order.
2. When a deficiency is identified, the Medical Records support staff or designee will flag the deficiencies for completion by staff. The responsible staff member is notified by ECR internal e-mail to complete the deficiencies and/or a note may be placed on the Message Board in the client's ECR.
3. The following flag colors will be used throughout the agency to identify deficiencies:

Red	-	Physicians
Yellow	-	Nurses
Green	-	Clinicians/Case Managers/Counselors
Blue	-	Client
4. The staff member who has face-to-face contact with the client at any point during treatment will obtain the client's signature on flagged deficiencies.
5. Staff will complete the deficiencies and leave the flags/Message Board message in place in the record. The Medical Records staff or designee will remove the flags and/or end date the message on the Message Board when reviewing the record.
6. When the client is discharged from treatment, the Medical Records staff or designee will complete a final review of the record and flag deficiencies and notify the responsible staff member by ECR internal e-mail to complete the deficiencies within 15 days.
7. If deficiencies have not been completed within fifteen days of discharge, the Medical Records staff or designee will notify the site supervisor and request that follow-up occur with staff.