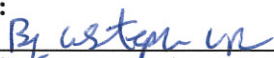
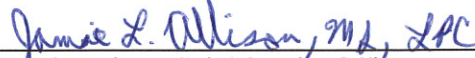




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 5012	Chart Labels/Stickers
Origination Date: January 1998	
Revision Date: February 2004; June 10, 2008; June 12, 2009, September 18, 2012, September 24, 2013, October 18, 2016	
Reviewed Date: February 2005; February 8, 2006; June 13, 2007; May 18, 2010, May 3, 2012	
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 the Douglas County Community Services Board to place only Ethics and Compliance Committee approved labels, stickers, or other identifying symbols on client medical record folders.

PROCEDURE:

1. Allergy information will be written in red ink on the front of folder in preprinted designated allergy box.
2. Approved labels/sticker/symbols are:
 - a. Red "Allergy" sticker placed in preprinted designated allergy box on front of chart as alternative to writing allergies in red ink.
 - b. Fluorescent pink "Advance Directive" sticker placed on front of folder in lower left corner.
 - c. Historically, the following were used to designate specific charts throughout the agency to aid staff in pulling charts at sites where more than a single group of clients are served. **As of the September 18, 2012, policy revision, only the lime green dots to designate SA and the purple dots for C&A clients are consistently used.**
 - d. All labels are/were placed above the white name label in the space the year label will occupy when the chart is closed.
 1. Orange 1/4 inch round dot for medication only clients.
 2. Yellow 1/2 inch round dot for DUI clients.
 3. Blue 1/2 inch round dot for psych clients on the Crisis **Stabilization Unit**.
 4. Lime Green 1/2 inch round dot for SA clients on **ALL Units**.
 5. **MR/DD**
 - a. Gold 1/2 inch round dot for clinical.
 - b. Gray 1/2 inch round dot for Supported Employment.
 - c. Dark Green 1/2 inch round dot for Intensive Residential Services.
 6. Purple 1/2 inch round dot for C & A clients in **Outpatient Services**.
 7. Red 1/2 inch round dot for **Day Treatment**.
 8. Fluorescent Pink 1/2 inch round dot for **Peer Support**.
 9. Brown 1/2 inch round dot for **Day Support**.
 10. Black 1/2 inch round dot for **Conditional Release Client Charts**.

When a client is/was transitioned from one program to another, the colored dot is/was removed prior to the transition. A new dot will be/was placed on the folder by staff at the receiving site.

If a client is/was receiving two services, only the colored dot for the service in which the chart is/was kept is/was used. Multiple dots were not and should not be placed on the name label.

- d. Red "Name Alert" signifying two clients with same or like names is placed on the front of the folder at the bottom in the center.
 - e. "P" written on name label in pencil with the date indicating the record has been purged.
 - f. Green rectangular "Date Opened" sticker placed vertically on front of open folder in right lower corner. Currently this is written on the chart in blue ink.
 - g. Yellow rectangular "Date Closed" sticker placed vertically on front of folder in right lower corner below "Date Opened" sticker when chart is closed. Currently this is written on the chart in blue ink.
4. Requests to use stickers, labels, or other identifying symbols will be submitted to the Ethics and Compliance Committee in writing and will include the rationale for use. Until approved, a sticker, label, or other identifying symbol cannot be placed on the client's medical record folder.