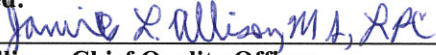





**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

Policy # 5013	Paper Chart Location
Origination Date: February, 1998	
Revision Date: March 2004; April 18, 2006, September 19, 2012, September 30, 2013, October 6, 2016	
Reviewed Date: February 2005; May 9, 2007; May 5, 2008; May 5, 2009; May 18, 2010	
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 Douglas County Community Services Board to maintain an up to date chart location.

PROCEDURE:

1. Most of the agency's paper charts are kept at the Medical Records rooms at the Cobb Outpatient Services or Behavioral Health Crisis Center locations.
2. Some programs maintain paper charts at their location based on program requirements. These locations are secured.
3. The Program History in the Electronic Clinical Record (ECR) displays the programs the client is receiving services with and the Service History page also shows an overview of what services have been provided /billed for the client. These two ECR areas can also assist in determining the location of client's paper chart.
4. The Message Board in the client's ECR may also be used to provide information on the client's paper chart location.
5. A designation of "NPC" or "npc" on the client's ECR Message Board stands for "No Paper Chart", which means all information has been scanned into the client's ECR and no paper chart was created.