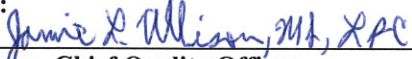





COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

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Policy # 5016	Charts for Review at Administration
Origination Date: February 1999	
Revision Date: December 2003; February 2004; February 28, 2006; June 10, 2008; June 12, 2009, May 2, 2012, September 30, 2013, October 5, 2016	
Reviewed Date: February 2005; June 13, 2007; 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 the Douglas County Community Services Board to make client charts available in the Administration Building for review by outside auditors, regulatory agencies, and other authorized individuals when requested. Designated staff at each site and in the Administration Building will be responsible for sending, receiving and returning records.

PROCEDURE:

1. When informed of the names of the client records needed, a designated staff will contact the Chief Quality Officer, Care Management Coordinator or designee to request the records via telephone, fax, Electronic Clinical Record (ECR) e-mail or a password protected attachment in an e-mail for review.
2. The Chief Quality Officer, Care Management Coordinator or designee will communicate the needed charts to the Medical Records staff or designee at the site using a method mentioned above. The Medical Records staff will retrieve the requested records and:
 - a. Follow Chart Sign-Out Procedure;
 - b. List records sent on "Records Sent/Received/Returned" form. (Attachment A);
 - c. Place form inside envelope or box used for transporting records and keep a copy at the site;
 - d. Send records to the staff member requesting the records.
3. The receiving staff will:
 - a. Review records and verify all requested records were received from site. If not, site will be contacted.
 - b. Distribute records to meeting or requesting staff.
4. When the review is complete, the receiving staff will place the records inside an envelope or box used for transporting records and will return the charts to the appropriate site with the "Record Sent/Received/Returned" form enclosed.
5. Upon receiving the records at the originating site, the Medical Records support staff will
 - a. Check records against list.
 - b. Return records to file.
 - c. Shred "Records Sent/Received/Returned" form.

