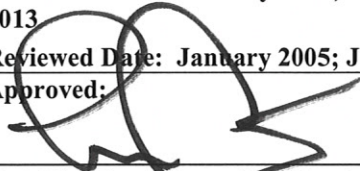




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Page 1 of 1

Policy # 5022	Forms Management
Origination Date: February 23, 1999	
Revision Date: February 2004; February 11, 2006; July 2008; July 31, 2009, September 17, 2012, October 16, 2013	
Reviewed Date: January 2005; June 13, 2007, August 2, 2010	
Approved:  _____ Tod W. Citron, Executive Director	

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board that a standardized format for the medical record be used agency wide to facilitate use of the record by authorized staff that are reviewing or making entries in it, as well as facilitating the retrieval of information.

All paper forms filed in the clinical paper record will be standard 8 ½" x 11" size with ½" allowance at the top. Left margin will be ¾" to allow for punching holes, right margin will be ½", and bottom margin ½". The agency's name will be entered on the top left portion of the form, and space for the client's name and CID # will be left on the top right portion of the form. The name of the form will be centered two spaces below the CID# line in all capital letters. Every effort will be made to use only one-sided forms. Electronic forms will include the client's name, CID#, type of report, and date of service.

The Ethics and Compliance Committee will approve all forms (new and revised) used in the medical record. Distribution of approved new and revised forms will be accomplished through the Ethics and Compliance Committee with information published in "The Scoop", the agency's weekly e-newsletter.

PROCEDURE:

1. When staff determines the need for a new form or revision to any existing form, paper or electronic, the staff person will complete a "Draft" of the form and send the "Draft" to the Ethics and Compliance Committee through the Co-Chair.
2. After review of the form(s) by the Ethics and Compliance Committee members at one of the weekly meetings, the form(s) will be approved or denied for use.
3. Paper forms, if approved, will be placed in proper format by the Care Management Director/Director of Medical Records. All efforts will be made to limit the number of paper forms created and to have as many forms converted to electronic format in the Electronic Clinical Record as possible.
4. Forms will be distributed to sites for use. Notice will also be provided in "The Scoop", the agency's weekly e-newsletter.
5. Forms are attached to the corresponding P&P, when possible, explaining the form, and are available on the agency website.