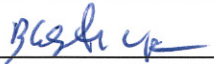
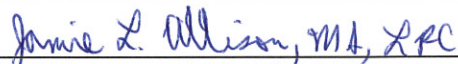




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

Policy # 5034	Records from Outside Facility/Provider
Origination Date: February 23, 1999	
Revision Date: December 2003; February 24, 2006; July 2, 2009, September 18, 2012, September 30, 2013, January 29, 2015	
Reviewed Date: February 2005; June 7, 2007; June 10, 2008, October 13, 2016	
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 that copies of documents from outside providers, i.e., lab work, third party diagnosis and/or a history and physical examination, that will be used in the medical/clinical record as required documentation, will be filed/scanned in the medical/clinical record under the appropriate divider/placeholder and become a part of the agency's client medical/clinical record.

PROCEDURE:

1. Staff obtains information that the client was recently treated at another facility or seen by another provider.
2. Staff requests client or parent/guardian sign an "Authorization for Release of Information" (ROI) for this facility/provider.
3. Staff provides this ROI to the Medical Records Department who will forward the request to the outside treatment facility or provider.
3. Staff reviews the information received from the outside facility/provider and, if the document is to be used to fulfill a required documentation need in the client's current medical/clinical record, the staff will provide this document to the site's Medical Records staff and request the document be filed under the appropriate divider and in proper order in the active paper chart or scanned under the appropriate placeholder in the Electronic Clinical Record (ECR).
4. All records received that are not used as one of the required documents, i.e., a discharge summary, will be filed under the divider "Other" in the active paper chart or scanned under the "3rd Party General" placeholder in the ECR.
5. If an outside request for records is received that includes a document from another facility that is considered a part of the client's record at Cobb or Douglas CSB, i.e., lab report, history and physical, third party diagnosis, (a required document) this/these document(s) is/are copied and provided to the requestor as long as a proper authorization has been received.