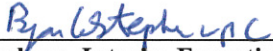
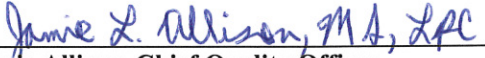




COBB COUNTY COMMUNITY SERVICES BOARD  
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<b>Policy # 5044</b>	<b>Availability of Electronic Clinical Record System</b>
<b>Origination Date: February 24, 2003</b>	
<b>Revision Date: March 2004; April 3, 2006; June 11, 2008; June 12, 2009; April 5, 2010; April 26, 2010, October 4, 2012, April 10, 2013, October 13, 2016</b>	
<b>Reviewed Date: February 2005; June 13, 2007; May 18, 2010</b>	
<b>Approved:</b>  Bryan G. Stephens Interim Executive Director	 Jamie Allison, Chief Quality Officer

**POLICY:**

It is the policy of the Cobb County Community Services Board and Douglas County Community Services Board to document in the client's clinical record, i.e., assessments, progress notes, using the Electronic Clinical Record (ECR) System and to maintain continuity of client information if the system is unavailable.

**PROCEDURE:**

1. Staff will utilize the ECR to document client information.
2. If the ECR system becomes unavailable staff members will do the following:
  - a. Put your notes into Note Pad or WORD with the date and time of the service and the date and time the note was written. Follow the format for the note type you are writing, i.e. BIRP. Password protect the note(s)
  - b. When the ECR becomes available, cut and paste your note into the system and delete the Note Pad or Word document once the note has been entered into the ECR.
  - c. The notes need to be entered within seven days from the date of service. (For DD: they need to be entered ASAP.)
  - d. At the top of each note, please put the following statement: ***"This note has been entered into the system late due to the ECR being down on the date of this note."***

**Note:** A DD Memo to Chart will be placed in the ECR by the Billing Department to denote that the system was unavailable on a particular date and the note and electronic signature will appear late in the system. The original hard copy of the note will be placed in the paper chart or scanned in the corresponding placeholder as verification of the original date of signature.

If the note is being entered MORE THAN 7 days after the date of service for MH/SA or later than the date of service for DD please add these additional steps:

- e. Print out your Word document and sign and date it with the date you wrote the note. If you hand wrote your note, please sign and date it on the day you wrote it.
- f. Send a copy of the note to Medical Records to be filed/scanned in the client's chart. Add the following statement to the top of the note: ***"This note has been entered into the system late due to the ECR being down on the date of this note. The***

*original Word/handwritten version of this note has been placed into the paper chart or scanned into the client's record."*

- 1) Add the name of the non-billable note. (Non-Billable - DD Disruption of Charting with EMR System)
- 2) Add an additional sentence to the section that will say "This procedure is used because DD Notes must be signed on the same day of service."