



City and County of San Francisco
Department of Public Health
COMMUNITY PROGRAMS
COMMUNITY BEHAVIORAL HEALTH
SERVICES

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POLICY/PROCEDURE REGARDING: Creating and Revising CBHS Medical Record Forms

Issued By: Robert P. Cabaj, MD. *Robert P. Cabaj* Manual Number: 1.04-03
Director, Community Behavioral Health Services
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Purpose:

The purpose of this policy is to establish procedures for the approval of new or revised medical record (or chart) forms for Community Behavioral Health Services (CBHS). This policy does not cover the creation or revision of billing-specific forms.

Statement of Policy:

The CBHS Integrated Forms Committee (IFC) coordinates the process for approval of new or revised medical record (or chart) forms.

Committee membership shall include, but not limited to, representatives from the different CBHS sections.

Research, Evaluation, and Quality Management (REQM)
Health Information Management (HIM)
Adult & Older Adult System of Care
Child, Youth, and Family System of Care
Pharmacy
Billing Information Systems (BIS)
IS Unit
Substance Abuse Services
Performance & Compliance Section
HIPAA Privacy Representative

Procedure:

I. Creating and/or Revising Medical Record Forms:

1. The section director (or designee) is responsible for initiating all new and revised section-specific forms. The section will internally approve the draft form and submit to the IFC chairperson. The section director/designee is also responsible for providing an instruction guide which tells the user what, when, and how to use the form (see attachment A).
2. The Integrated Forms Committee (IFC) will:
 - Review the form.
 - Determine if more feedback is needed with the city attorney, HIPAA Privacy Officer, the HIM Manager, the director of REQM, the Executive Committee, or others.

