

CBHS Policies and Procedures



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BEHAVIORAL HEALTH SERVICES

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POLICY/PROCEDURE REGARDING: Dividing BHS Medical Records Into Multiple Volumes

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Applicability

This policy applies to providers within Behavioral Health Services (BHS).

Background

There are several situations which necessitate the creation of two or more additional volumes for CBHS client's medical record.

Definitions

Medical Record- means records in any form or medium maintained by, or in the custody or control of, a health care provider, relating to the health history, diagnosis, or condition of a patient/ client, or relating to treatment provided.

An Episode - is the period of time, between admission and discharge, that a client received treatment services.

Volume – A volume is a subset of a medical record within one episode of care. Volumes of medical record are created **within one episode of care only**.

PROCEDURE

I. Mental Health - Dividing a Medical Record into Two or More Volumes

Note: Volumes of medical record are created only **within one episode of care**.

- A. When a medical record becomes 2" thick, a second volume should be created.
- B. At a minimum, bring forward the following forms to the newly created volume. Follow chart order in accordance with policy 3.10-02: "CBHS Medical Records Policy".

- **Episode Opening Form** – Make a copy of the form and place the copy in the first volume on the right side for tracking purpose. Bring forward the original copy to the newly created volume.
- **Accounting of Disclosure Log** – Leave the form (even if the form is unused) in the first volume of the medical record for tracking purposes and **place a new form in the newly created volume.**
- **Summary DPH Notice of HIPAA Privacy Practices**
- **Consent for Community Behavioral Health Services**
- **Acknowledgement of Receipt of Materials**
- **Payor Financial Information** (Updated copy)
- **Face Sheet** (Updated copy)
- **Initial Assessment and all updated/annual assessments**
- **All Treatment Plan of Care**
- **Psychiatric Evaluation** (if applicable)
- **Prescriber's Orders** (last 2 sheets)
- **Medication Sheet** (last 2 sheets)
- **MD Progress Notes** (last 2 sheets without splitting any progress notes)
- **Progress Notes** (last 2 sheets without splitting any progress Notes)

II. Substance Abuse - Dividing a Medical Record into Two or More Volumes

Note: Volumes of medical record are created only **within one episode of care.**

- A. When a medical record becomes 2" thick, a second volume should be created.
- B. At a minimum, the following forms are brought forward to the newly created volume. Follow chart order in accordance with policy 3.10-02: "CBHS Medical Records Policy".
 - **Episode Opening Form** - Make a copy of the form and place the copy in the first volume on the right side for tracking purpose. Bring forward the original copy to the newly created volume.
 - **Accounting of Disclosure Log** – Leave the form (even if the form is unused) in the first volume of the medical record for tracking purposes and place a new form in the newly created volume.
 - **Summary DPH Notice of HIPAA Privacy Practices**
 - **Consent for Community Behavioral Health Services**
 - **Acknowledgement of Receipt of Materials**
 - **Intake Assessment Form**
 - **Health Questionnaire**
 - **Lab/Diagnostics** (Updated copy) (if applicable)
 - **All Treatment Plan of Care**
 - **Progress Notes** (last 2 sheets without splitting any progress Notes)

- C. At a minimum, the following forms are brought forward to the newly created volume. Follow chart order in accordance with policy 3.10-02: “CBHS Medical Records Policy”.
- **Episode Opening Form** - Make a copy of the form and place the copy in the first volume on the right side for tracking purpose. Bring forward the original copy to the newly created volume.
 - **Accounting of Disclosure Log** – Leave the form (even if the form is unused) in the first volume of the medical record for tracking purposes and place a new form in the newly created volume.
 - **Summary DPH Notice of HIPAA Privacy Practices**
 - **Consent for Community Behavioral Health Services**
 - **Acknowledgement of Receipt of Materials**
 - **Intake Assessment Form**
 - **Health Questionnaire**
 - **Lab/Diagnostics** (Updated copy) (if applicable)
 - **All Treatment Plan of Care**
 - **Progress Notes** (last 2 sheets without splitting any progress Notes)

III. How to Mark Volumes on Chart Folder

- When a second volume is created, the first volume should be circled/ marked as Volume I of II.
- The second volume with the essential forms described in Section I-B & II should be circled/ marked as Volume II of __ (leave blank until the next volume is created.)
- When it is time to create the third volume, the second volume should then be circled/ marked as Volume II of III and so on.
- When the treatment has ended, the third volume should be circled/ marked as Volume III of III.

It is recommended that the program not send medical records with volumes to Health Information Management (HIM) until the case is closed. Keep all volumes together to avoid confusion.

IV. Requesting a Medical Record with Multiple Volumes from HIM

When a program requests for a client's medical record with multiple volumes from HIM, HIM staff sends only the most recent volume unless otherwise specified. The program should not add any new materials on top of the closed volume.

V. Requesting a Specific Program's Medical Record from HIM

When a program requests for a specific program's medical record from HIM, HIM staff sends only the specific program's medical record unless otherwise specified.

VI. A Contract Agency Requesting for a Medical Record from HIM

When a contract agency requests for a closed medical record from HIM, HIM staff provides only a copy of the requested information. The original medical record stays in HIM.

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