

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued **11/23**

Page 1

CHAPTER Health/Medical		CHAPTER 04	SECTION 002	SUBJECT 0015
SECTION Health Care		SUBJECT Medical Appointment Information Record		
WRITTEN BY Peg Lawton	REVIEWED BY Karen Recker Latina Cates and Kristen Thompson		AUTHORIZED BY Tracey Pingitore	

I. APPLICATION:

- ☐ SCCCMHA Board
- ☒ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☒ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure proper treatment is provided to the individual and accurate communication occurs regarding medical conditions between the individual, care provider and prescriber.

III. DEFINITIONS:

None Available

IV. STANDARDS:

None Available

V. PROCEDURES:

Residential Program Supervisor/Designee/Specialized Foster Care Provider

1. Completes the top portion of Medical Appointment Information Record (SCCCMHA form #0050) prior to the face to face/virtual/phone medical appointments for non-SCCCMHA medical appointments. For SCCCMHA medical appointments, the residential staff will request the Visit Summary form generated in OASIS at checkout.
2. Requests that Prescribers complete the physician section of the Medical Appointment Information Record. If Prescriber refuses and staff is present in the appointment with the individual, staff documents information obtained from Prescriber. Not applicable for SCCCMHA medical appointments.
3. Makes a signed, timed, and dated note in Health Care Chronological that a Medical Appointment Information Form was completed.

CHAPTER Health/Medical	VOLUME III, IV	CHAPTER 03	SECTION 010	SUBJECT 0050
SECTION Health Care	SUBJECT Medical Appointment Information Record			

4. Retains original Medical Appointment Information Record or Visit Summary form in home record. Sends copies for previous month to assigned Case Manager at the beginning of each month.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 09/94, 03/98, 02/00, 02/02, 02/04, 02/06, 02/08, 02/10, 01/12, 03/13, 03/14, 03/15, 03/16, 03/17, 03/18, 03/19, 03/20, 03/21, 05/22.