



Monterey County Behavioral Health Policy and Procedure

Policy Number	467A
Policy Title	Supervisor Electronic Medical Records Review And Annual Update
References	Welfare & Institutions Code 5724 (d) Title 42, CFR, Sections 432.50 (b) And 433.15 (b) (5) Title 9, CCR, Sections 1810.440 DMH Letter 05-11 MCBHD Policy No. 422
Form	None
Effective	April 1, 2010

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Policy

Monterey County Behavioral Health Department (MCBHD) supervisors have the responsibility to inspect and evaluate the quality, appropriateness, and timeliness of services performed by this division and its contract agencies as assigned by their Program Managers. Those services, recorded in the electronic health records (EHR), must be updated and completed by its anniversary date, or earlier as deemed necessary, through a utilization review, review of written narratives and/or supportive documents.

Procedure

1. Supervisors shall conduct weekly reviews for the quality and utilization of services under their jurisdiction at a minimum of four hours a week under Program Function Account 7160 on their Time Card. Those reviews can be dispersed throughout the week.
2. Supervisors shall identify corrective action on activity that deviates from the requirements of MCBHD, violates federal or state law, threatens the success of the program, or compromises the health or safety of the recipients of service. They shall also provide a review of that identified corrected action to ensure compliance.
3. Training deemed necessary by the supervisor to provide corrective action to staff regarding identified issues found in their audit, or training deemed necessary due to changes in policy, shall also be billed under Program Function 7160.