



# Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	400
<b>Policy Title</b>	Hours Of Clinic Operation
<b>References</b>	None
<b>Form</b>	None
<b>Effective</b>	September 8, 1986 Revised: October 2, 1990 Revised: May 20, 2003 Revised: September 1, 2008

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## Policy

The principle Behavioral Health Division clinics located in King City, Monterey, and Salinas, and other satellite clinics will be open for operation Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays.

## Procedure

1. The Behavioral Health Division clinics will be open for operation Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. In addition, the clinics may be open for evening appointments from 5:00 p.m. until 7:30 p.m. Satellite clinics will be operated on a schedule developed by the responsible Behavioral Health Service Manager and approved by the Behavioral Health Director.
2. Under no circumstances will BHD staff schedule counseling sessions at the clinic building except during those times listed above.
3. Any variation in the clinic schedule must have the approval of the Behavioral Health Service Manager.
4. Information on clinic hours of contract providers is available to clients upon request.

CW: 8/15/08