



Monterey County Behavioral Health Policy and Procedure

Policy Number	456
Policy Title	Record Keeping And Filing Of Reportable Incidents As Mandated By Law
References	California Penal Code Section L1164 Through 11174.3 California W And I Code Section 15600 Through 15640 Tarasoff VS. Regents Of The University Of California 17 CAL 3D 425 (1976) California Hospital Association Manual Consent 12TH Edition, Page 297- 19.12 California Health And Safety Code, Section 410 California Code Of Regulations, Title 17, Section 2572 Monterey County Health Department- Behavioral Health Division Policy Nos. 300, 300B, 306, And 307
Form	Suspected Child Abuse Report Form Report Of Suspected Dependent Adult And Elder Abuse Form Duty To Warn Letter Format Report To Local Health Officer Of Diagnosed Case Of Disorder Characterized By Lapses Of Consciousness
Effective	July 31, 2001

1 Policy

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3 It is the policy of Monterey County Health Department- Behavioral Health Division to report suspected
4 incidents as defined in policy numbers 300, 3008 306 and 307. Appropriate documentation must be entered
5 and filed in the client's medical record and reported to appropriate agencies.
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7 Procedure

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9 1. Incidents as defined below must be reported for each incident using the appropriate forms specific for the
10 incident to agencies as described in the policy. Such INCIDENTS are:

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12 A. Child Abuse and Neglect

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14 B. Elder and Dependent Adult Abuse and Neglect

15 C. Threat of Harm to a Person or Persons

16 D. Lapses of Consciousness
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18 2. MCHD-BHD staff MUST document in the client medical record the summary of the incident A report
19 MUST be completed and sent to the appropriate agency as per policy. Documentation in the medical

20 record shall include that a report was written and sent.

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22 3. A copy of the report shall be filed in the client's medical record in the Correspondence Section.

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24 4. Thee report may not be included to be released for request of medical records.

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26 5. The report shall be taken out and filed in the Medical Record Technician's office when the case is being
27 closed.

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