

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 48
Subject: **Clinical Records Format and Purging**

Effective Date: 4/18/94
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that a standard format for clinical record keeping and a systematic schedule for purging will be maintained.

Purpose

1. To maintain the clinical record in a format that is consistent throughout the agency.
2. To maintain the clinical record in a manner that eliminates outdated and unnecessary information.
3. To comply with the standards of regulatory agencies and acceptable practices of record management.

Application

This policy will apply to all SCCMHA programs and sites maintaining a clinical record.

Definitions

Format: A standardized order of content within the clinical record used agency-wide to facilitate use by all mental health practitioners.

Purging: A standardized mechanism for the removal of outdated and unnecessary information from the active clinical record.

Procedure

1. The clinical records keeping system pertaining to format and purging will consist of the following components:
 - a. Clinical record format referenced by the table of contents.

- b. A schedule for purging outdated and unnecessary information in the clinical record.
- 2. Standard operating procedures will be established that address each of the identified components.
- 3. The clinical records keeping system including format and purging will be maintained with oversight from the Medical Records Team Leader and Chief Operating Officer.

Approved by: *Jerry Walden*
Board Chairperson

10/15/08
Date

Scott Gilman
Chief Executive Officer

10/15/08
Date

