

NorthCare Network Directive

NorthCare Network Directives are developed through a collaborative interpretation of rules, regulations, and/or policy. They are provided as a standard for those working within our Network to assist in achieving compliance and consistency in our work.

Title: Coordination of Care – Inpatient Psychiatric Services	Functional Area(s): Clinical	Section(s): Inpatient Psychiatric Services
Directive Supersedes: Coordination of Care w/Inpatient Psychiatric Facility, 10/12/11	Lead Author(s): Dave Berg Regional Crisis Service Team	Per NorthCare Directives Policy Authorized by: Bill Slavin, COO
Sent for 14-day Review On: September 23, 2011	Effective Date: October 12, 2011	Review/Revised Date: <u>01/19/12</u>
Applies To:		
<input checked="" type="checkbox"/> CMHSP <input type="checkbox"/> CMHSP Sub-Contractors <input type="checkbox"/> NorthCare CA		<input type="checkbox"/> CA Sub-Contractors <input type="checkbox"/> Other: _____ <input type="checkbox"/> Excluding: _____

PURPOSE

The purpose of this directive is to ensure compliance with HIPAA, Michigan Mental Health Code, and Federal Substance Abuse Regulations (42 CFR Part 2) when communicating protected health information for the treatment and discharge planning of all open consumers while they are admitted to a psychiatric facility.

SUMMARY

NA

DEFINITION(S)

Open consumer: Open consumers are defined as those who are currently open to the CMHSP for ongoing services at the time of admission or those consumers who are open for an episode of care while admitted to an inpatient psychiatric facility. All admissions requiring authorization for the use of public funding (Medicaid, ABW, or General Fund) should be opened to the CMHSP.

DIRECTIVE(S)

The emergency services clinician who completes the pre-admission screen shall secure the appropriate release(s) of information (ROI) while arranging for the psychiatric admission. Clinicians will follow all existing directives for securing the proper consent for the release of information for adults, adults with guardians, and minor children.

The ROI shall be a two-way release of information between the CMHSP/BOFR and the psychiatric facility. Purpose of the release shall be for the coordination of services.

Information authorized to be released/received shall be those things necessary to facilitate treatment and discharge planning and should include: Assessments, psychiatric evaluations, IPOS, behavior plans, history and physical, medication reviews, physician's orders, labs, consults, and discharge instructions. Additional ROIs between the CMHSP/BOFR and the individual's primary care physician or health plan shall be two-way releases for the purpose of sharing pre-admission screening information with the PCP

or health plan. If the individual does not have a PCP or if they are not enrolled in a health plan, this must be documented in the record.

A copy of the ROI shall be faxed to the psychiatric facility, primary care physician or the health plan and the original filed with the records department.

If the consumer/guardian is unwilling or unable to consent for the release of information the clinician shall complete the ROI and note the consumer/guardian's refusal to sign the ROI and file it with the records department. A copy of the refused ROI shall also be faxed to the psychiatric facility. The hospital will be asked to secure the consumer/guardian's consent for the release of information upon admission.

METHOD OF MONITORING

Documentation and Site Reviews

REFERENCE(S) (Include any NC policy)

NorthCare Coordination of Care/Integrated Services Policy