

POLICY MANUAL

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| Subject | Consults/Dictation Process for Psychiatric/Psychological Services | Effective Date: 6/12/97 |
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| Initiated By: Genie Laurent Adult Therapy Supervisor | Approved By: Billie Alexander Avery Chief Operating Officer |
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| Review Dates: 12/02 | Revision Dates: 12/99 CSF |
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POLICY:

Cumberland Heights provides psychiatric and psychological services on a consulting basis. Nursing, Adult/Youth Clinicians and Utilization Review participate in the processing of requests and the resulting Clinical Reports in order to make this information readily available to those providing treatment to the patient.

PROCEDURE:

1. The counselor or other requesting staff completes the consult request form and takes it to a nurse on duty in Medical Services. The nurse obtains an order for the consult from the physician on duty/call. The consult request is then forwarded to Utilization Review.
2. Utilization Review obtains pre-authorization if indicated and returns request to nursing staff with payor information or forwards request to the Financial Advisor if no insurance is involved. The Financial Advisor then returns request to nursing staff with payor information.
3. The request form is placed on clipboard by nursing.
4. Consult request is picked up by consulting psychiatrist or psychologist.
5. Consult request is returned to nursing with diagnosis directly upon completion of interview.
6. Dictation is done within 48 hours.
7. Transcriptionist types as priority.
8. Adult Program secretary picks up dictation at printer daily and takes to Nursing where it is left on the clipboard to be signed by the respective physicians.
9. Nursing staff routes the signed documents to the appropriate department boxes for disbursement.