

**SECTION - COMMITTEES
ADMINISTRATIVE DIRECTIVE NO. 254
(Replaces A.D. No. 254 dated 12/7/06)**

Effective Date: July 12, 2007

SUBJECT: DOCUMENTATION SYSTEM (DS) COMMITTEE

I. PURPOSE

The documentation system at Coalinga State Hospital (CSH) is a divergent system developed to meet the immediate needs of the facility and coordinate with the Wellness and Recovery Model Support System (WaRMSS). The purpose of the Documentation Committee will be to review and coordinate clinical record policies, procedures and forms; to receive facility, clinical staff and medical staff recommendations related to clinical records and to develop them into a workable system. They will develop mechanisms for assuring clinical record consistency and evaluating compliance with existing documentation policies and procedures. They will work in conjunction with the training department and other disciplines to coordinate necessary and identified documentation training for staff.

II. AUTHORITY

By Order of the Hospital Executive Director; and the committee functions are based on Department of Mental Health, Special Order 506.01.

III. POLICY

It is the policy of CSH to provide a documentation system that assures clinical record consistency and compliance with all applicable licensing and accreditation requirements.

IV. METHOD

A. Membership:

1. Chairperson is the Documentation System Coordinator, Health Information Management Director.
2. Members consist of a representative from each of the following areas:
 - a. Programs (Unit Representation);
 - b. Rehabilitation Therapy Service;
 - c. Psychology Department;

- d. Social Work Department;
- e. Department of Medicine;
- f. Central Nursing Service;
- g. Medical Record Committee Chairperson;
- h. Central Program Services;
- i. Pharmacy;
- j. Training; and
- k. Standards Compliance.

B. Meetings:

Meetings of the Committee will be held periodically and as needed.

C. Minutes:

The minutes shall be in standard format, taken by a member of the committee on a rotational basis or as assigned. They shall be reviewed by the Documentation System Coordinator and distributed to Committee members, the Executive Director, Medical Director, Clinical Administrator, Program Directors, Chief of Central Program Services, Chief of Staff, Chief of Psychiatry, Chief of Medicine, Director of Nursing Services and Standards Compliance.



BEN MCLAIN
Executive Director (Acting)