

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1401
		Original Date	05/16/1983
	Department: Medical Records	Revised Date	10/08/2015
	Medical Records Admission		

POLICY:

A medical record for all new admissions will be started by Medical Records prior to the admission.

PROCEDURE:

1. Enter necessary data into computer for patient.
2. Give pharmacy face sheet of new admission.
3. Give nursing service immunization and PPD schedule form (Attachment #1).
4. Notify nursing for necessary lab work and X-rays.
5. Give Business Office copy of face sheet, page 1 & 2 of the Admission Application Form, and necessary legal papers.
6. Photograph new admission placing photo in medical record, on MAR, on Care Plan and at resident room door entrance, if resident does not want picture at door, notify Social Services.
7. Fax face sheet and the reimbursement with ICD10-CM codes for mental illness, and necessary legal documents to DPHHS Reimbursement Bureau.
8. Mail Authorization to Consent to Treatment form, Protected Health Information form and MMHNCC Authorization to Share PHI, to guardian or DPOA.