

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1416
		Original Date	05/16/1983
	Department: Medical Records	Revised Date	10/08/2015
	Monthly Census Statistical Report		

POLICY:

A Monthly and Annual Census Statistical Report will be prepared for each month.

PROCEDURE:

1. The report (Attachment #1), will be distributed to the Superintendent, Director of Clinical Support Service, Business office supervisor, the Director of Nursing and the Director of Support Services, Reimbursement in Helena, AMDD Administrator, AMDD Office Manager, AMDD Quality Assurance Manager, AMDD Program Analyst and Mental Health Bureau Chief.

2. The report will be completed by the second working day of the month.