



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**MEDICAL CARE FOR MSH
MENTAL HEALTH GROUP HOMES**

Effective Date: April 9, 2019

Policy: MSH MHGH-04

Page 1 of 3

- I. PURPOSE:** To provide for medical and other physical healthcare for residents residing in the Montana State Hospital (MSH) Mental Health Group Homes (MHGHs).
- II. POLICY:** Residents admitted to an MSH MHGH have access to healthcare provided by the Medical Clinic, Dental Clinic, and other services as ordered by MSH Licensed Independent Practitioners. This policy is designated to recognize the necessity for continuity of care for the residents residing at the MSH MHGHs.
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITIES:**
 - A. MSH MHGH staff responsibilities include notifying the MSH MHGH nurse, MSH MHGH program manager, or nursing house supervisor of physical/medical or dental complaints or concerns. This may include referrals for urgent or emergent services as needed.
 - B. Nursing staff assess physical and dental symptoms and notify the Licensed Independent Practitioner, MSH MHGH program manager or house supervisor as appropriate; assure medical or dental clinic care and treatment are provided; arrange follow up care and treatment as necessary; and assure outside consultations are completed.
 - C. Medical/Dental Clinic staff are responsible for the care and follow up of the physical healthcare needs of the residents at the MSH MHGHs.
- V. PROCEDURE:** Residents cared for by the Licensed Independent Practitioners/Dentists will have access to the same medical/dental care provided to patients of MSH.
 - A. Licensed nurse will assess the physical healthcare needs of each resident. The licensed nurse will notify the Medical Clinic of any healthcare issues if indicated.
 - B. When the need for referral to a Licensed Independent Practitioner/Dentist exists, the licensed nurse of the MSH MHGH will call the Medical Clinic at 693-7042 or Dental

Montana State Hospital Mental Health Group Home Policy and Procedure

Clinic at 693-7040 to schedule an appointment (or leave a voice mail message after normal clinic hours).

- C. When the resident arrives for the scheduled appointment at the Medical/Dental Clinic, their medical record should have already arrived via MSH staff.
- D. The completed medical record will be sent via staff to the appropriate MSH MHGH, so that the doctor's order(s) can be taken off by a licensed nurse.
- E. Information related to the resident's appointment will be recorded in the medical record, in the Consult section of the resident's record.
- F. Should the Licensed Independent Practitioner or Dentist deem it necessary for an MSH MHGH resident to be referred to a specialist or for testing which cannot be completed at MSH, the necessary arrangements will be coordinated by Medical Clinic staff and MSH MHGH licensed nurse, following MSH policy "TX-05, Consultation Services."
- G. If an emergency arises, the MSH MHGH staff should immediately contact the MSH MHGH nurse, nursing house supervisor, Director of Nursing or Associate Director of Nursing for assistance and direction.
- H. Residents of the MSH MHGHs will receive an annual physical performed by the MSH Medical Clinic Licensed Independent Practitioner.

VI. REFERENCES: None.

VII. COLLABORATED WITH: Hospital Administrator, Medical Director, Director of Clinical Services, Director of Health Information, and Director of Nursing.

VIII. RESCISSIONS: MHGH-04, Medical Care for MSH MHGHs dated December 9, 2015; TCU-04, *Medical Care for MSH Transitional Care Units* dated November 20, 2013; TCU-04, *Medical Care for MSH Transitional Care Units* dated January 28, 2009; TCU-04, *Medical Care for MSH Transitional Care Units* dated January 18, 2006; TCU-04, *Medical Care for MSH Transitional Care Units* dated January 10, 2003; TCU-04-99-R, *Medical Care for MSH Transitional Care Units* dated February 25, 2000; H.O.P.P. TCU-04-99-N, *Medical Care of Montana State Hospital Transitional Care Units* dated November 10, 1999.

IX. DISTRIBUTION: MSH Electronic Policy and Procedure Manual and MSH Website <https://dphhs.mt.gov/amdd/MSH>.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

Montana State Hospital Mental Health Group Home Policy and Procedure

**MEDICAL CARE FOR MONTANA STATE HOSPITAL MENTAL
HEALTH GROUP HOMES**

Page 3 of 3

XI. FOLLOW-UP RESPONSIBILITY: MSH MHGH Program Manager.

XII. ATTACHMENTS: None.

Signatures:

Kyle Fouts
Interim Hospital Administrator

Thomas Gray, MD
Medical Director