



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

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

**Effective Date:** December 9, 2015

**Policy #:** MSH MHGH-04

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- 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 (LIPs). 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 LIP, MSH MHGH program manager or house supervisor as appropriate; assure that medical or dental clinic care and treatment are provided; arrange follow up care and treatment as necessary; and assure that 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 LIPs/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 client. The licensed nurse will notify the Medical Clinic of any reported or observed healthcare issues.
  - B. When the need for referral to a LIP/dentist is determined, the licensed nurse of the MSH MHGH will call the Medical Clinic at 693-7042 or Dental Clinic at 693-7040 to schedule an appointment (or leave a voice mail message after normal clinic hours).
  - C. When the resident arrives at the scheduled appointment at the Medical/Dental Clinic, their file should have already arrived via MSH staff.

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- D. The completed chart will be sent via staff to the appropriate MSH MHGH so that the doctor's orders can be taken off by a licensed nurse.
- E. Information related to the resident's appointment will be recorded in the physician's progress notes, in the Consult section of the resident's record.
- F. Should the LIP or dentist deem it necessary for any MSH MHGH resident to be referred to a specialist or for testing that cannot be done 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 LIP.

**VI. REFERENCES:** None

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

**VIII. RESCISSIONS:** #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; Policy # 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 Mental Health Group Home Policy and Procedure Manuals

**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.

**XI. FOLLOW-UP RESPONSIBILITY:** Program Manager of the Montana State Hospital Mental Health Group Homes.

**XII. ATTACHMENTS:** None

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John W. Glueckert                      Date  
Hospital Administrator

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Thomas Gray, MD                      Date  
Medical Director