



**MONTANA STATE HOSPITAL
POLICY AND PROCEDURE**

**RECORDS OF PERSONS ADMITTED
ON EMERGENCY DETENTION OR COURT
ORDERED DETENTION STATUS**

Effective Date: August 23, 2017

Policy: HI-13

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- I. PURPOSE:** To identify essential information to be entered into the medical record of persons admitted on emergency detention or court ordered detention commitment status.
- II. POLICY:** The psychiatric evaluation, nursing assessment, and history and physical are completed within the first 24 hours.

The social assessment will be completed within seven calendar days of admission. If a person is discharged because a petition for commitment was dropped before assessment procedures are completed, only the known information at that point needs to be entered into the patient's clinical record.

The discharge summary is to be completed within 15 days after discharge.

Necessary treatment prescribed by a Licensed Independent Practitioner to alleviate acute psychiatric or other medical symptoms may be administered to individuals admitted on Emergency/Court Ordered Detention commitments with the patient's voluntary informed consent. If emergency treatment is required, the clinical rationale must be entered in the patient's medical record. Patients have the right to refuse any but lifesaving medication for up to 24 hours prior to any hearing related to the involuntary commitment process (53-21-115 (10) M.C.A). If lifesaving medication is involuntary administered in the 24 hours prior to a hearing, the court and attorneys involved in the process must be notified via faxed letter or telephone call.

III. DEFINITIONS:

- A. Emergency Detention: A detention period in a mental health facility lasting from the day of admission until the next regular business day which follows an emergency evaluation by a professional person wherein the professional person determines the detainee is a danger to self or others because of a mental disorder and that an emergency situation exists. The local county attorney initiates emergency detentions.
- B. Court Ordered Detention: A detention period in a mental health facility occurring between the initial hearing for involuntary commitment and the commitment

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hearing that is ordered by a district court judge upon his/her finding at the initial hearing that detention of the respondent is necessary.

- IV. RESPONSIBILITIES:** The Director of Health Information will ensure each medical record contains the admitting assessments and a discharge summary.
- V. PROCEDURE:** All assessments and the discharge summary are to follow the hospital approved outline.
- VI. REFERENCES:** M.C.A. 53-21-129; M.C.A. 53-21-124; MSH Policy AD-01, Admission Policy for Montana State Hospital dated July 24, 2015.
- VII. COLLABORATED WITH:** Medical Staff, Social Worker Department, and Health Information Department.
- VIII. RESCISSIONS:** HI-13, Records of Persons Admitted on Emergency Detention or Court Ordered Detention Status dated December 30, 2013; HI-13, *Records of Persons Admitted on Emergency Detention or Court Ordered Detention Status* dated October 26, 2009; HI-13, *Records of Persons Admitted on Emergency Detention or Court Ordered Detention Status* dated October 30, 2006; HI-13, *Records of Persons Admitted on Emergency Detention or Court Ordered Detention Status* dated September 1, 2002; HI-13, *Records of Persons Admitted on Emergency Detention or Court Ordered Detention Status* dated June 29, 2001; HOPP 13-01E.D. 102092, *Records of Persons Admitted on Emergency Detention Status* dated October 20, 1992.
- IX. DISTRIBUTION:** All hospital policy 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:** Director of Health Information
- XII. ATTACHMENTS:** None

Signatures:

Jay Pottenger
Hospital Administrator

Melinda Bridgewater
Director of Health Information