

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # C10.12

SUBJECT: REQUIRED INFORMATION IN CLIENT RECORDS

DATE REVIEWED/REVISED: 1/2020

PURPOSE: To insure that all client medical records contain the required information

All client medical records are maintained in the EHR and must include:

Patient's name, date of birth, sex, home address and telephone number, and sponsor or guardian;

Progress notes including date of visit, staff and site of service;

Medical history, as appropriate;

Intake Evaluations, Assessments, Follow-up Assessment, Treatment Plans, Diagnostic observations and evaluations;

Records of any administration of screenings, medications, treatment or therapy;

Medical reports such as laboratory and other diagnostic reports as appropriate;

Reports of any consultations and social service reports;

Referrals to other agencies;

Documentation that informed consent has been obtained for treatment;

Service billing and payment history