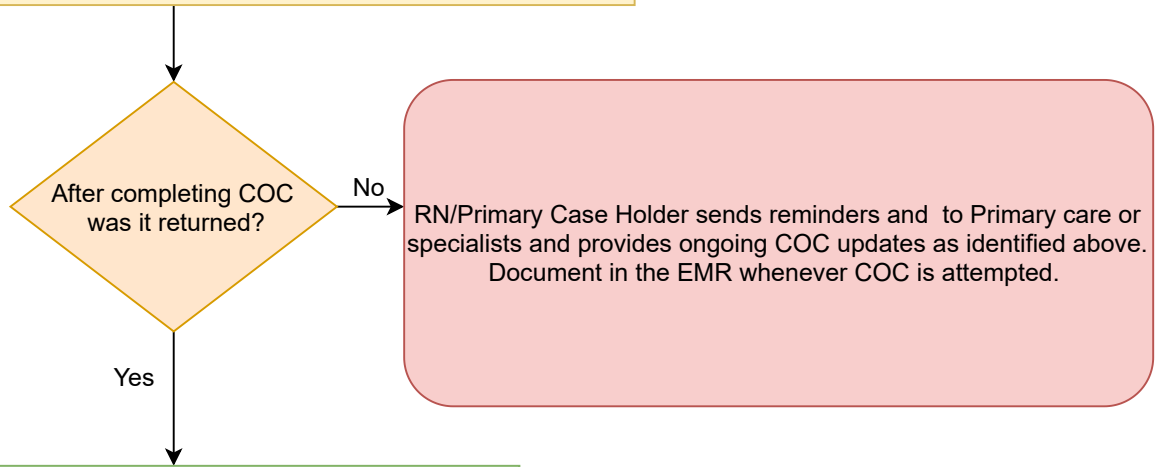


# Nursing Workflow- Coordination of Care

Coordination of Care shall be completed at least annually, and when:

- The level of care changes
- In-patient hospitalization occurs
- Change in psychiatric medications, if necessary, per psychiatrist
- Change in Primary Case Holder or provider
- Determined by a psychiatrist, physician assistant, nurse practitioner or nurse to be necessary to reduce potential harm to the individual
- Nurses will also provide Coordination of care Documents to Primary Care and Specialists after completing a Specialized Nursing Assessment



RN/Primary Case Holder sends reminders and to Primary care or specialists and provides ongoing COC updates as identified above. Document in the EMR whenever COC is attempted.

When COC is returned the information will be uploaded into the EMR, if COC submitted by Primary Case holder is returned RN team and psychiatrist will be made aware. Nursing will update Non-CMH\* Medication in the EMR under the section titled Consumer Medical Chart.

\* This section also needs to be updated prior to documenting on the Specialized Nursing Assessment document.

**All COC documents will be accompanied by appropriate Releases of Information.**