



COMMUNITY MENTAL HEALTH

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DATE: September 14, 2006

TO: Executive Staff
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FROM: Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 8 / 2006**
USE OF ELECTRONIC MEDICAL RECORD

With the implementation of the PCE FOCUS electronic medical record (FOCUS_EMR), the following Guiding Principles shall apply for the MCCMH organization:

1. The FOCUS electronic medical record (FOCUS_EMR) is the official clinical record for Macomb County Community Mental Health (MCCMH).
2. All daily business regarding services to consumers of MCCMH that involves the MCCMH clinical record should be conducted through FOCUS_EMR.
3. All paper materials that are part of the MCCMH clinical record will be migrated to the FOCUS_EMR as soon as possible.
4. MCCMH staff and providers shall use electronic / digital signatures to validate their role in all FOCUS_EMR documents other than the following:
 - a. The Person Centered Plan
 - b. The release of information
 - c. The consent for treatment (as witness)
 - d. Any discipline-specific assessment sent to outside parties.



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5. Printing the contents of FOCUS_EMR shall be limited to documents that require original (pen and / or ink) signatures.
6. Key signatory documents will be scanned and attached to FOCUS_EMR within one working day. Staff responsible for the clinical documentation for a particular consumer are to ensure the completion of this process. Originals of key signatory documents will be retained at MCCMH Central Records office.
7. Clinical record materials received from other providers through appropriate releases of information will be delivered to the MCCMH Central Records office. Staff at Central Records will organize, scan, and attach electronic versions of the incoming record materials to the FOCUS_EMR within three working days.
8. MCCMH clinical records requested by other health-care systems under appropriate releases of information from consumers, will be processed at the MCCMH Central Records office.
9. Electronic transfer of MCCMH clinical record materials shall be permitted only with systems that assure appropriate record security during and after the transfer of information.
10. Audits (e.g., Medicaid verification audit) will be conducted against the Person Centered Plan and billing records maintained on FOCUS_EMR.
11. Reports generated from FOCUS_EMR shall:
 - a. Be proportionate to the roles / responsibility of the individual receiving the report;
 - b. Not include PHI;
 - c. Be reviewed on-line.
12. Electronic scheduling that is part of FOCUS_EMR shall be used by all staff.

DIH:lfm