

(was Administrative Policy 3-01-050, formerly titled  
"Psychiatrists' Signatures On Clinical Documents")

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Chapter: **CLINICAL PRACTICE**

Title: **PSYCHIATRISTS' PRACTICE IN MCCMH**

See also MCCMH MCO Policies 2-015, "Psychiatric Evaluations," and 2-051, "Psychotropic Medication in Community-Based Settings."

Prior Approval Date: N/A

Current Approval Date: 10/21/09

Approved by:

  
Executive Director

10/21/09  
Date

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**I. Abstract**

This policy establishes standards for the practice of psychiatry in the provision of quality mental health services to consumers of the Macomb County Community Mental Health (MCCMH) Board.

**II. Application**

This policy shall apply to all full-time and part-time contracted psychiatrists of the network providers of the MCCMH Board.

**III. Policy**

It is the policy of the MCCMH Board that a MCCMH full-time, part-time, and contracted psychiatrist shall comply with the psychiatric standards for proper evaluation and treatment of consumers of the MCCMH Board.

**IV. Definitions**

**A. Clinical Records**

Confidential files of information, in electronic or paper format, maintained for each consumer of MCCMH services/treatment. The records shall contain, at minimum, information pertinent to the services/treatment provided to the consumer, financial information, informed consent documents, statistical information pertinent to the legal status of the consumer, (demographics, etc.) information required by the Michigan Mental Health Code or other provision of law, and information required by MCCMH policies and inclusions.

- B. **Credentials**  
The insignia or letters granted by authorized educational programs, institutions, or professional organizations or associations issued as evidence of an individual's completion of an educational program applicable to practice of a profession.
- C. **MCCMH Full-time, Part-time, and Contracted Psychiatrist**  
A psychiatrist whose credentials have been officially recognized and whose privileges have been authorized pursuant to MCCMH Policy 10-070, "Credentialing," 10-075, "Privileging," or 8-010, "Organizational Credentialing."

## **V. Standards**

- A. **Evaluation and Treatment of Consumers**
  - 1. Each newly evaluated consumer of the MCCMH Board shall be screened and the history reviewed to assure that the full range of psychiatric and medical considerations are taken into account in determining the diagnosis and appropriate treatment.
  - 2. A MCCMH network psychiatrist may prescribe or adjust psychotropic medication only after his/her direct psychiatric evaluation of the consumer (except when covering for an absent MCCMH psychiatrist whose patient requires a minimal refill on an existing prescription).
  - 3. All consumers stabilized on medication should be evaluated directly by a network psychiatrist at least every three months.
  - 4. The frequency, process, content, and duration of any psychiatric evaluation/intervention should be based on consumer need and not on administrative or fiscal consideration.
  - 5. Utilization review of all consumers in continuing care should include medical/psychiatric participation.
- B. **Psychiatric Signatures**
  - 1. A MCCMH network full-time, part-time, and contracted psychiatrist's signature on any clinical record, document and any related supporting documents that require such signature indicates that he/she has accepted medical responsibility for the consumer.
  - 2. It shall be clarified in the clinical record documents, as signed by the MCCMH

network full-time, part-time, or contracted psychiatrist, whether the psychiatrist served as the direct provider, supervisor, consultant, or reviewer, with respect to the care and treatment in question.

Note: In a supervisory role, the MCCMH network full-time, part-time, and contracted psychiatrist retains direct responsibility for consumer patient care and gives professional direction and active guidance to other staff. The psychiatrist is clinically responsible for the workup, diagnosis, and prescription of a treatment plan, as well as for assuring that adequate and timely attention is paid to the consumer's physical status and that such information is integrated into the overall evaluation, diagnosis, and planning.

3. A MCCMH network full-time, part-time, and contracted psychiatrist shall sign insurance or other reimbursement forms, in compliance with underlying requirements, only on those consumers whom he/she has directly evaluated and fully reviewed with the treating clinician.
4. The MCCMH network full-time, part-time, and contracted psychiatrist shall sign documents for disability benefits, social security, or other paperwork related to the return to work, employment benefits, etc., for consumers with whom he/she has had face-to-face contact.

## **VI. Procedures**

- A. None.

## **VII. References / Legal Authority**

- A. American Psychiatric Ass'n, Guidelines for Psychiatric Practice in Community Mental Health Centers Resource Document, "Guidelines Regarding Psychiatric Signatures" (December, 1999).
- B. MCCMH MCO Policy 2-010, "Standards for Clinical Services Documentation"
- C. MCCMH MCO Policy 2-015, "Psychiatric Evaluations."
- D. MCCMH MCO Policy 2-051, "Psychotropic Medication in Community-Based Settings."

## **VIII. Exhibits**

- A. None.