

Priority: Accountability
Program Offer Type: Support
Related Programs: 25052

Lead Agency: County Human Services
Program Contact: Joan Rice

Program Characteristics:

Executive Summary

The Medical Records Program is responsible for the internal management of all the Mental Health and Addiction Services Division's clinical records including over 40,000 adult and children's mental health and alcohol and drug client records, and Verity Authorization/ MHO records required by Oregon Administrative Rules.

Program Description

MHASD Medical Records ensures that mental health, alcohol and drug, and Verity managed care records are maintained in accordance with Federal and State laws and regulations, and County and departmental rules, policies, and procedures. Program staff provide multiple client records services including: access, inventory, retrieval, billing and administrative rule compliance auditing, archiving, authorization/release of records, legal requests for records, data analysis, and technical assistance to community agencies and County staff.

Program Justification

Program ensures the security and confidentiality of all client clinical records within MHASD, monitors compliance with all billing related documentation requirements, and supports clinical functions.

Performance Measures

Measure Type	Primary Measure	Previous Year Actual (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Count of clinical and managed care record items processed annually. *1	0	23,200	23,200	23,500
Outcome	Total new MHASD medical records audited for completeness. *2	0	9,950	9,950	10,000

Performance Measure - Description

*1 Count of number of new client client records opened annually. Includes new records in the following programs: Involuntary Commitment Investigators, Commitment Monitors and Trial Visit, School-based and Early Childhood/Cares, Family Care Coordinators, Alcohol and Drug DUII records, and Residential Records. Minimum of two elements each record plus all In-house Verity authorizations.

*2 Count of number of new client client records opened annually and audited by records staff for completeness. Includes new records in the following programs: Involuntary Commitment Investigators, Commitment Monitors and Trial Visit, School-based and Early Childhood/Cares, Family Care Coordinators, Alcohol and Drug DUII records, and Residential Records.

Legal/Contractual Obligation

The following guidelines are utilized in monitoring MHASD compliance to Federal, State and County rules and audits regarding client confidentiality of clinical records, the release of any confidential client information, the retention of client confidential information, responding to subpoenas and court orders for confidential client records and standards for clinical documentation:

State of Oregon Mental Health & Developmental Disability Services Division "Handbook of Confidentiality", HIPAA, DSM IV "Diagnostics & Statistical Manual of Mental Disorders", Children's & Adult State of Oregon Administrative Rules, Oregon Revised Statutes related to medical records & client confidentiality, State Archiving rules, Code of Federal Regulations Title 42 Public Health, Chapter 1 Part 2, Public Law 94-142, Public Law 99-57, State of Oregon Mandatory Child Abuse Reporting Laws, Oregon Health Plan, Mental Health Organization Contract, Verity Policies & Procedures, Practice Guidelines for the Oregon Health Information Management Association and the American Health Information Management Association, and Centers for Medicare and Medicaid billing regulations.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2008	2008	2009	2009
Personnel	\$289,631	\$415,127	\$614,637	\$0
Materials & Supplies	\$15,330	\$0	\$15,211	\$0
Internal Services	\$118,701	\$0	\$98,841	\$0
Subtotal: Direct Exps:	\$423,662	\$415,127	\$728,689	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$423,662	\$415,127	\$728,689	\$0
Program Total:	\$838,789		\$728,689	
Program FTE	4.00	5.00	9.00	0.00
Program Revenues				
Intergovernmental	\$0	\$415,127	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$415,127	\$0	\$0

Explanation of Revenues

100% County General Fund

Significant Program Changes

Last year this program was: #25053, Mental Health and Addiction Services Quality Management
In FY08 this program offer was included in 25053 Mental Health and Addiction Services Quality Management.