

Priority: Accountability

Lead Agency: County Human Services

Program Offer Type: Support

Program Contact: Karl Brimmer

Related Programs: 25050A, 25053A

Program Characteristics:

Executive Summary

The Medical Records Program is responsible for the internal management of all of the Mental Health and Addiction Services Division's clinical records, including more than 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 (FY07-08)	Current Year Purchased (FY08-09)	Current Year Estimate (FY08-09)	Next Year Offer (FY09-10)
Output	Count of clinical and managed care record items processed annually ¹	30,550	23,500	30,550	30,550
Outcome	Total new MHASD medical records reviewed for completeness ²	9,600	10,000	8,400	7,200

Performance Measure - Description

¹ Count of elements of client records processed in following programs: Involuntary Commitment Investigators, Commitment Monitors and Trial Visit, School-based and Early Childhood/Cares, Family Care Coordinators, Early Assessment and Support Alliance, 370 Project, Intensive Transition Project, Verity Authorizations, and Residential Records. Minimum of two elements each record plus all In house Verity authorizations.

² Count of number of new client records opened annually and reviewed 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 (6 months FY09 only), and Residential Records. The Next Year Offer is reduced because the DUII program has closed and so no new records will be created.

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	2009	2009	2010	2010
Personnel	\$614,637	\$0	\$547,193	\$0
Materials & Supplies	\$15,211	\$0	\$20,737	\$0
Internal Services	\$98,841	\$0	\$129,826	\$0
Subtotal: Direct Exps:	\$728,689	\$0	\$697,756	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$728,689	\$0	\$697,756	\$0
Program Total:	\$728,689		\$697,756	
Program FTE	9.00	0.00	8.00	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

County General Fund - \$697,756

Significant Program Changes

Last year this program was: #25052, Medical Records for Mental Health & Addiction Services