

Effective Date:  
Revised Date:  
Review Date:

**North Sound Mental Health Administration**  
Section 1000 – Administrative: Response to Requests from Regulatory Agencies

Authorizing Source: MHD contract requirement  
Cancels: New  
See Also:  
Responsible Staff: Contracts Manager

Approved by: Executive Director      Date: 6-14-2005  
Motion#:

**POLICY #1016.00**

**SUBJECT: RESPONSE TO REQUESTS FROM REGULATORY AGENCIES**

**PURPOSE**

The North Sound Mental Health Administration (“NSMHA”) sets out this policy ensuring timely responses to requests from regulatory agencies.

**POLICY**

NSMHA shall make its best efforts to respond in a timely manner to requests for information from regulatory agencies. NSMHA employees shall respond to routine requests in a timely manner and shall bring non-routine requests to the attention of their supervisor for further action.

**ATTACHMENTS**

None