

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration
Section 4200 – Consumer Information Systems: Timeliness of Encounter
Data Submission to MHD

Authorizing Source:
Cancels:
See Also:
Responsible Staff: IS Specialist

Approved by: Executive Director
Motion #:

Date: 11/23/2005

POLICY #4204.00

SUBJECT: TIMELINESS OF ENCOUNTER DATA SUBMISSION TO MHD

PURPOSE

To ensure that encounter data is submitted to the Mental Health Division (MHD) from the North Sound Mental Health Administration Consumer Information System (NSHMA-CIS) within 60-days from the close of the calendar month in which the encounter occurred.

POLICY

The NSMHA shall submit encounter data to MHD within 60-days from the close of the calendar month in which the encounter occurred.

PROCEDURE

At a minimum, once per month, data in the NSMHA-CIS that has been identified as needing to be submitted to MHD shall be processed and assembled in accordance with the current, in effect, version of the MHD-CIS Data Dictionary. This data shall be submitted to the MHD in batch format.

After MHD has processed the submitted batch(es), the batch report shall be retrieved. Any records that had been submitted by the NSMHA-CIS and were rejected by MHD shall be investigated for the cause of rejection, data corrected, and marked as needing to be submitted to MHD. Depending on the cause of the rejection, subcontracted providers may be notified of necessary data correction. All data errors shall be remedied within 30 days from the receipt of the batch report.

ATTACHMENTS

None