
PROCEDURE 2504-A

1. The North Sound Mental Health Administration (NSMHA) will maintain a database that identifies all specific internal designated record set components, the basic content, the location of the documentation, the contact person, and whether stored in electronic or paper form.
2. All original components of the designated record set will be maintained and stored at NSMHA's main office under the supervision of the Privacy Officer/Designee. The Privacy Officer will ensure that as components are received, they are entered into the database.
3. Disclosures subject to an accounting will be noted in the designated record set database according to NSMHA's policy.
4. Requests by consumers to have access to, amend, restrict or request an accounting of disclosures will trigger a search of the database and will be noted in the database.
5. If an employee or contactor of NSMHA is not sure if a certain document or piece of information belongs in the designated record set, he/she or it should contact the appropriate supervisor or the Privacy Officer/Designee for advice.
6. If an employee or contractor believes that there are documents in a consumer's designated record set that do not belong there, he/she or it should contact the appropriate supervisor or the Privacy Officer/Designee for advice on how to proceed.
7. Staff members who wish to create a supplementary consumer record for their use in the community or at satellite sites, and which includes copies of any Protected Health Information, must obtain the prior approval of the Privacy Officer/Designee.
8. Each employee or contractor who is responsible for obtaining or maintaining any of the billing records is responsible for:
 - a. Ensuring that the information is complete, communicated to the appropriate person, and filed (or entered into the billing database) in a timely manner; and
 - b. Ensuring that the information is appropriately secured according to NSMHA policy.
9. No employee or contractor should maintain any of the information contained in the billing record in a separate file or outside of the locations designated in NSMHA policy. In certain circumstances, however, an employee may be asked to obtain billing information in a community location or at a satellite site. In these cases, the information should be secured until it can be given or communicated to the appropriate person.