

JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

| | |
|-----------------------------|------|
| Page 1 | Of 1 |
| Procedures # 011 | |
| Effective Date: 06/15/18 | |

| | | |
|---|---|---|
| Subject: MENTAL HEALTH DATA | | Original Issue Date: 01/15/2013 |
| | | Supersedes: |
| Departments Consulted: Mental Health JCHS ADMINISTRATOR Medical Director | Approved By: (Signature on File) Heidi M. Mittwer Medical Records Director | Approved By: (Signature on File) David Oh, MD Medical Director |

PURPOSE

The purpose of this policy is to ensure that Juvenile Court Health Services Probation and Department of Mental Health Staff have access to all necessary medical and psychiatric data.

PROCEDURE

1. The Mental Health Staff will document in the EMR, in the Progress Notes, Physician's Orders, and/or Problem list. Such notations become part of the JCHS EMR and under the control of JCHS.
2. Copies of the psychiatric and psychological reports prepared by Department of Mental Health staff are filed under the Mental Health tab in the EMR and are considered the sole property and responsibility of the Department of Mental Health.
3. Upon request for copies of a medical record, accompanied by a written authorization for such release, Court Order, or Subpoena Duces Tecum, the Custodian of Medical Records for JCHS Probation may include copies of Mental Health notation on the Progress notes, Physician's Orders, and the Problem List. All reports scanned under the Mental Health tab are not to be released by the JCHS HIM Department. Requests for this information must be referred to the Mental Health Department. The Mental Health Staff will interpret the psychiatric and psychological information to those individuals with legal access. Section 532B Welfare and Institutions Code, mandates that psychiatric records are always under the control of the Mental Health Staff to ensure confidentiality.
4. Referrals to LAC+USC Medical Center Outpatient Psychiatric Clinic and reports released from the clinic, which contain Mental Health Information, are scanned under the Mental Health tab and are not to be released by JCHS. Mental Health reports prepared by staff other than Juvenile Mental Health services Division (Children & Youth services Bureau), Department of Mental Health should not be under the mental health tab. These will be filed under the "Consultation" file section.

REFERENCE

JCHS Policy #C-212, "Mental Health Screening and Evaluation"
JCHS Policy #C-213, "Mental Health Services"