



**County of San Bernardino
Department of Behavioral Health**

INFORMATION NOTICE 12-06

Date:

December 20, 2012

To:

Department of Behavioral Health Staff
Department of Behavioral Health Contract Agencies

From:

CaSonya Thomas, MPA, CHC, Director

Subject:

Outpatient Chart Manual/Initial Contact Form

Purpose

To inform DBH and Contract Agency staff of changes made to the Initial Contact Form section in the Outpatient Chart Manual.

**Addition to
Initial Contact
Form Section
of the
Outpatient
Chart Manual**

The following additions have been made to the Initial Contact Form section of the Outpatient Chart Manual (Chapter 1, section 1, page 10).

- Clerical staff or designee will provide a beneficiary guide and a current DBH provider list to the client at the initial contact. (CFR, title 42, section 438.10 (c) (2), (3) and (f) (3) and (f) (6) (i) and CCR, title 9, chapter 11, section 1810.360(d).
- In all cases, upon subsequent visits, the client may request additional copies of a beneficiary guide and provider list.

**Addition to
Initial Contact
Form**

A check box indicating that a beneficiary booklet and provider list were received and that the client understands that he or she is able to receive a booklet and provider list upon request has been added to the Initial Contact Form. Clerical staff or designee is responsible for ensuring that this box on the form is checked at the initial contact.