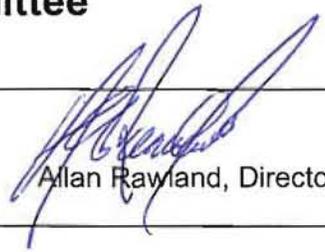


**County of San Bernardino
Department of Behavioral Health**

Behavioral Health Information Committee

Effective Date 04/21/08
Approval Date 04/21/08



Allan Rawland, Director

Purpose

The Behavioral Health Information Committee (BHIC), co-chaired by the Program Manager for Quality Management and the Medical Records Supervisor, will review and evaluate new and revised forms related to overall business processes for the Department of Behavioral Health for relevance and compliance with federal, state, and local regulations **prior** to use within the department.

The purpose of the BHIC is to ensure forms used by staff and contract agencies are:

- Readily available at a central point of reference
 - Current
 - In a standardized format
 - Useful tools for clinical application
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**Behavioral Health
Information
Committee**

The BHIC consists of clinical and clerical staff whose roles involve review and evaluation of forms used by the Clinicians, Clinics, and others. The Committee will consist of a representative from each of the following groups:

- Alcohol & Drugs Services
- Clerical Staff
- Consumers
- Contract Agencies
- Information Technology (IT)
- Office of Compliance
- Office of Cultural Competence and Ethnic Services (OCCES)
- Physicians
- Quality Management (QM)
- Registered Nurses
- Social Workers
- Therapists

Note: The Committee will meet monthly.

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

Behavioral Health Information Committee, Continued

- Committee Duties**
- The Committee will:
- Review, revise and approve forms as appropriate.
 - Ensure forms are consistent with all federal, state and local laws and regulations.
 - Maintain the “Master Forms Log” and copies of the forms.
 - Work with the other units to assist with:
 - Development of policies & procedures for new and/or revised forms.
 - Format, inventory, and distribution of forms
 - Inform DBH staff and contract providers of new and/or out dated forms.
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Quality Management Action Committee

The QMAC will provide the final administrative review of forms based on standards set forth in governing laws and regulations.

- Related Documents**
- DBH SPM [BOP 3002: Request to Modify the Standard Practice Manual](#) (SPM)
 - DBH SPM [QM 6035: New/Updated Forms Process](#)
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