

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

New/Revised Forms Process

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


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Introduction The Behavioral Health Information Committee (BHIC) must review and approve all forms related to the medical record prior to their distribution and use within the Department of Behavioral Health.

Purpose To inform all DBH staff of the process for introducing new or revised forms for use within DBH.

Process The following table describes the roles and responsibilities throughout the forms process:

Roles	Responsibilities						
DBH Staff	<table border="1"> <thead> <tr> <th style="text-align: center;">If forms are ...</th> <th style="text-align: center;">Then ...</th> </tr> </thead> <tbody> <tr> <td>New/Need revision</td> <td>Complete Policy/Procedure/Form Request</td> </tr> <tr> <td>Obsolete</td> <td>Submit Policy/Procedure/Form Deletion Request</td> </tr> </tbody> </table>	If forms are ...	Then ...	New/Need revision	Complete Policy/Procedure/Form Request	Obsolete	Submit Policy/Procedure/Form Deletion Request
	If forms are ...	Then ...					
	New/Need revision	Complete Policy/Procedure/Form Request					
Obsolete	Submit Policy/Procedure/Form Deletion Request						
Submit completed request to the BHIC Mailbox , including supporting documentation.							
BHIC	<ul style="list-style-type: none"> • Review, evaluate, and approve • Coordinate communication to ensure all of DBH and contract agencies are notified of form updates 						
QMAC	<ul style="list-style-type: none"> • Final review and approval for distribution for forms related to the medical record 						
Office of Compliance	<ul style="list-style-type: none"> • Issue form numbers • Maintain forms repository • Review form format • Prepare forms for online publishing 						
Information Technology	<ul style="list-style-type: none"> • Publish and maintain forms web page (Intranet/Internet) 						
Medical Records	<ul style="list-style-type: none"> • Monitor forms at the clinics • Maintain inventory of forms • Maintain Master Forms log 						

Note: The review/approval process may be expedited by proxy or via e-mail, as necessary.

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County of San Bernardino Department of Behavioral Health

New/Revised Forms Process, Continued

Related Documents

- DBH SPM QM 6034: [Behavioral Health Information Committee](#)
- DBH SPM BOP 3002: [Request to Modify the Standard Practice Manual \(SPM\)](#)

Form Process Workflow

The diagram below illustrates the workflow process of the forms.

