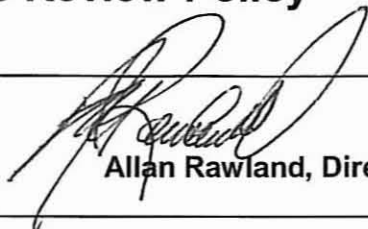


**County Of San Bernardino
Department Of Behavioral Health**

Outpatient Chart Audit – Site Review Policy

Effective Date 4/9/07
Approval Date 4/9/07



Allan Rawland, Director

Policy The San Bernardino County Department of Behavioral Health (DBH) Quality Management Division shall review/audit charts and services as part of its on-going Quality Improvement Program.

Purpose To enable appropriate review and audit of DBH and Contract agency clinics that provide services under the auspices of Short-Doyle, Medi-Cal managed care.

- Regulations**
- Mandated by, but not limited to, California Code of Regulations, Title 9, Chapter 11
 - Code of Federal Regulations, Title 42, Section 438.604, 606, 608
 - State DMH/DBH-MHP contract
 - Standards set forth in the Chart Documentation Manual

Staff Roles/Responsibilities Stated below are staff roles and responsibilities to ensure appropriate review and audit of DBH and Contract Agency clinics:

Role	Responsibility
Utilization Review Supervisor or Designee	In cooperation with the Supervising Office Assistant and/or designee, create the clinic review schedule
Utilization Review Supervisor	Identify the review period and notify clerical staff
Clerical Staff	Obtain Client Services Report
Utilization Review Supervisor	Select charts to be reviewed
Clerical Staff	Obtain Episode Summary MHS 140 and Billing Claim SBC 912

**County Of San Bernardino
Department Of Behavioral Health**

Utilization Review Staff	<ul style="list-style-type: none">• Perform chart audit and site review• Prepare audit and site review report• Prepare chart audit summary• Prepare applicable disallowance schedule• Prepare plan of correction within 60 days
References	<ul style="list-style-type: none">• CCR Title 9, Section 1840.112• CFR Title 42, Section 438.604, 606, 608• State DMH-DBH/MHP Contract• DMH Notice No.: 03-03 and 06-05 (revised)
