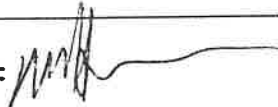


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL

SUBJECT: Transferring a Chart	POLICY: 01-24
SECTION: Administration	EFFECTIVE DATE: 2-11-02
REFERENCE:	PAGE: 1 of 1
AUTHORITY: Local Mental Health Director	SUPERSEDES: New Policy
	APPROVED BY: 

PURPOSE: To identify the policy regarding transferring a chart from one clinician/mental health professional to another.

NOTES: None

DEFINITIONS: None

POLICY: If a chart in the possession of a clinician/mental health professional needs to be used by another clinician/mental health professional during the workday, the staff in possession of the chart must contact the medical records assistant prior to the exchange to have the outcard updated.