

CSHCS Program Notes: Utilized to documents client contact or service provided on behalf of the client or family.

- Program Representative and RN must date; indicate title V or V/VIX if a billable service and Indicate type of service which includes narrative documentation under the Notes section for each entry.
- Each entry must have the documenting staffs initial.

3. Chart Set – Up (all section are from bottom to top)

- Front Inside Cover
 - Copy of the Client Application
 - SCCHD CSHCS Billing Log
 - CSHCS Client Data Sheet
- Section I
 - Medical Reports / Letter (in order they are received by mail or electronically)
 - Client Eligibility Notice (obtained electronically)
- Section II
 - Family Needs Summary
 - Plan Of Care (in order they are completed)
 - Program Notes
 - MCIR
- Section III
 - Insurance Information (obtained electronically)
 - Financial Worksheets
 - Networks/Champs/MIHealthVerification for V and V/XIX(viewed electronically and indicated on Program Notes)
 - Income Review/ Payment Agreement (obtained electronically)
- Section IV
 - Old Medical
 - Beneficiary Transportation Authorization and Invoice
- Inside Back Cover
 - Correspondence with the state (obtained electronically)
 - Referrals

4. Color Bar Label

- St. Clair County Health Department Nursing Division utilizes a Color Bar chart labeling system to indicate the program in which the chart resides, Client name, date of birth, and Insight number.

5. Privacy Standards Notice of Health Information Practices

- The RN is responsible for presenting the client with a copy of the Privacy Notice and obtaining a client signature and date at the initial visit.
- The client/parent or legal guardian signs and dates the Privacy Notice sticker indicating they obtained and read the agreement.
- The sticker is placed on the outside cover of the appropriate client chart.