

Policies & Procedures

CLINICAL DATA COLLECTION AND MANAGEMENT

Section: Clinical

Pages: 1

Subject: Clinical Data Collection and Management

Effective Date: 06/2009

Revision Date: 04/30/2021

PURPOSE

To maintain security and integrity of all data collected, maintained, and reported at Davis Behavioral Health.

POLICY

Data on our clients and services will be collected and maintained for our clinical records, for state reporting purposes, for quality improvement purposes, for comparative purposes, and for funding purposes. Our clinical records provide information on utilization, claims, grievances, appeals and other clinical data. This information will be handled with the highest discretion and sensitivity to client privacy.

PROCEDURE

At various times, DBH is required to report data within our agency and to our partner agencies. Some of these agencies to whom we report are (but not limited to) the Center for Medicare and Medicaid Services, Utah State Division of Substance Abuse and Mental Health, and Utah Behavioral Health Care Committee. While reporting this data, DBH will maintain the security and privacy of the data in a manner that is compliant with HIPAA (Health Insurance Privacy and Accountability Act) guidelines.

Using routine audits, supervision, and peer reviews, DBH will ensure that data recorded by providers are accurate and complete. Further, supervisors must review documentation for appropriate utilization, quality and consistency.

The DBH electronic health record ensures that service information is maintained in standardized formats and that all provider records are time stamped.

For a detailed and exhaustive list of data maintenance please refer to our Record Retention Policy. If there is a sufficient reason to maintain records longer than the Record Retention Policy indicates an extension will be made by legal counsel and/or the Corporate Compliance Officer.