

STRUCTURE OF A CASE FILE

CHART SECTIONS:

SECTION 1:

1. Session Tracking Form (if applicable)
2. Client Change of Information Form
3. MACSIS Intake Form
4. Authorization for Service
5. Billing Authorization
6. Client Rights
7. Parental Rights Statement
8. Privacy Notice
9. Supervisory Statement
10. MACSIS Residency Verification
11. Fairfield Behavioral Health Program Tracking Sheet

SECTION 2:

1. Request for Information (ROI'S)
2. Care Management Scale
3. Ohio Outcomes
4. Medical Insurance Card Copies
5. HCFA Forms

SECTION 3:

1. Outgoing Mail
2. Verification of Appointments
3. Letter and Fax Cover Sheets for ROIs
4. Evaluations

SECTION 4:

1. Incoming Mail/Collateral Information

SECTION 5: ALL IN DATE ORDER (Most recent on top)

1. Copies of Prescriptions
2. Medication Summary Form
3. Psychiatric Referral Forms
4. Client Service/Program Change Forms
5. ISP Suspension Forms and ISP's (in chronological order)
6. Plan of Action Form

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7. Homework, Pre-Group Focus Forms, etc.
8. WRAT-4 and other test papers
9. HTP, Bender, Draw-a-Family

SECTION 6: ALL IN DATE ORDER (Most recent on top)

1. Interoffice E-Mails
2. Case Notes
3. Psycho-Social Intake Form
4. Self Psycho-Social Report
5. Physical health Assessment
6. Initial Intake Form
7. Check List