

#### Program #40067 - Medical Records for MHASD

2/18/2016

Department: Health Department Program Contact: Joan Rice

Program Offer Type: Support Program Offer Stage: As Requested

Related Programs: 40065, 40068 Program Characteristics: In Target

## **Executive Summary**

The Medical Records Program is responsible for the internal management of all of the Mental Health and Addiction Services Division's (MHASD) clinical records and Multnomah Mental Health records required by Oregon Administrative Rules. In support of MHASD programs, Medical Records indexed more than 40,000 documents into the electronic health record (EHR) in the last fiscal year.

## **Program Summary**

MHASD Medical Records Unit ensures that mental health, alcohol and drug, and Multnomah Mental Health managed care records are maintained in compliance with federal and state laws and regulations, and county and departmental rules, policies, and procedures.

Program staff provide multiple record services including: document indexing; quality assurance; billing and administrative rule compliance auditing; data entry for reporting; archiving and retrieval; forms design and management; authorization/release of information; legal requests for records; notary services; and health information management expertise to county staff.

As the Local Mental Health Authority, MHASD is responsible for programs such as involuntary commitment, commitment monitor, trial visit and residential services which require maintenance of individual records. The MHASD programs where services are provided by county staff are expected to serve more than 1,000 individuals, each requiring a medical record.

Performance Measures									
Measure Type	Primary Measure	FY15 Actual	FY16 Purchased	FY16 Estimate	FY17 Offer				
Output	Count of record items processed annually plus scanned document count. <sup>1</sup>	113,829	397,300	122,516	121,455				
Outcome	Percent of representative sample audited for compliance with Medicaid billing rules. <sup>2</sup>	100%	100%	100%	100%				

#### **Performance Measures Descriptions**

<sup>&</sup>lt;sup>1</sup> Tasks are now more accurately reported due to the EHR. Variations between the output of FY16 Purchased and FY16 Estimate are due to a change in the methodology used to determine the volume of scanning. The prior year used a calculated estimate of total scanned images. The current year uses a count of scanned document types pulled directly from an EHR report.

<sup>&</sup>lt;sup>2</sup> These audits are analyzed by health information technicians.

## **Legal / Contractual Obligation**

The following guidelines are utilized in monitoring MHASD compliance to federal, state and county rules and audits regarding client confidentiality and release of clinical records, record retention, responding to subpoenas and court orders for confidential client records and standards for clinical documentation: HIPAA, DSM V "Diagnostics & Statistical Manual of Mental Disorders", Children's & Adult's State of Oregon Administrative Rules, Oregon Revised Statutes related to medical records & client confidentiality, State Archiving rules, CFR 42 Public Health, Chapter 1 Part 2, Public Law 94-142, Public Law 99-57, State of Oregon Mandatory Child Abuse Reporting Laws, Oregon Health Plan, Mental Health Organization Contract, Multnomah Mental Health HSO Policies & Procedures, Practice Guidelines of the American Health Information Management Association, and Centers for Medicare and Medicaid billing regulations.

# Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds	
Program Expenses	2016	2016	2017	2017	
Personnel	\$565,985	\$135,062	\$173,487	\$507,372	
Materials & Supplies	\$5,987	\$1,552	\$0	\$4,576	
Internal Services	\$102,577	\$33,382	\$0	\$188,563	
Total GF/non-GF	\$674,549	\$169,996	\$173,487	\$700,511	
Program Total:	\$844	\$844,545		\$873,998	
Program FTE	6.75	1.75	2.16	6.14	

Program Revenues								
Indirect for Dept. Admin	\$5,429	\$0	\$38,634	\$0				
Intergovernmental	\$0	\$169,996	\$0	\$700,511				
Other / Miscellaneous	\$596,707	\$0	\$0	\$0				
Total Revenue	\$602,136	\$169,996	\$38,634	\$700,511				

# **Explanation of Revenues**

\$465,089 - Health Share of Oregon (Medicaid): Based on FY16 Medicaid Rates

\$235,422 - State Mental Health Grant: MHS Special Projects based on 2015-2017 IGA with State of Oregon

#### Significant Program Changes

Last Year this program was: FY 2016: 40067-16 Medical Records for MHASD