

**COMMUNITY MENTAL HEALTH CENTER
OF EAST CENTRAL GEORGIA
POLICY**

SUBJECT: Forms
POLICY NUMBER: PIM-2.04
EFFECTIVE DATE: September 1, 2003
RESCISSION DATE:

SUPERSEDES: Policy # IM-24	REVIEWED DATE: September 1, 2003 LAST REVISION DATE: September 1, 2003
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POLICY:

It is the policy of the Community Mental Health Center of East Central Georgia that forms used by the CMHC are standardized. Standardization is accomplished through providing a review process for approval of newly proposed or revised forms.

DEFINITIONS:

- I. Form: A paper or electronic document with blanks for the insertion of details or information.
- II. CMHC Form: A standard form created by the CMHC for agency wide use and approved by the Forms Committee.
- III. Interagency Form: A standard form created by another agency, which is approved for use within the CMHC.

PROCEDURES:

- I. The CMHC's Forms Committee is a standing committee, which performs its function through called or scheduled committee meetings and online review, commentary, and approval of new or revised forms.
- II. The Forms Committee membership will be composed of staff representing the CMHC's disability programs, Leadership Team and various Committees.
 - A. The Chairperson is responsible for continuously analyzing the Committees membership and recommending additions and deletions as necessary.
 - B. The CMHC's Joint Commission Coordinator will authorize membership changes.
- III. A CMHC form may be originated by any one of the CMHC's Departments, Function Teams or Committees. The Committee prior to presentation to the Forms Committee must approve forms.

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- IV. All CMHC forms must be presented to the Forms Committee for approval prior to commencing use of the form.
 - A. CMHC Forms presented to the Forms Committee must comply with the below listed criteria:
 - 1. Forms must be intended for interdepartmental communication, monitoring CMHC functions, or communication/monitoring by external agencies.
 - 2. When it is appropriate, forms will have routing instructions on the bottom left corner of the form.
 - 3. Forms must be designed/created by the CMHC.
 - 4. Forms must include “CMHC Form # _____”, and last date revised in the lower left corner of the form.
 - 5. Forms must have a CMHC form number. Numbers may be obtained by contacting the Quality Management Department.
 - B. Interagency forms will be approved/disapproved as presented. The appropriate Committee or Department must approve such forms before presentation to the Forms Committee.
 - C. Proposed forms are routed to the Forms Committee chairperson (s) who is responsible for facilitating committee review/approval within five (5) business days. Upon approval the form will be posted on the CMHC’s intranet site, website and included on the CMHC’s Forms Register.
 - D. In certain time sensitive situations, an unapproved form can be granted a conditional approval pending a full committee review. Only the Form Committee Chair can grant this approval. A form number will only be issued upon final approval of the full committee
- V. The Forms Committee is responsible for establishing and maintaining a forms indexing system.
 - A. The Forms Committee’s Administrative Assistant will maintain forms manuals containing the original documents.
 - B. The MIS Department will maintain forms electronically on the CMHC’s website, which may be down loaded and printed for use by CMHC staff.

Acting Executive Director

Date

CSB Chair

Date

:PLN