

**BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY
POLICIES AND PROCEDURES MANUAL**

Chapter: 4	Care and Treatment Services		
Section: 3	Assessment		
Topic: 5	Psychiatric Evaluation		
Page: 1 of 5	Supersedes: Pol: Proc: 10-24-13, 9-30-06, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 8-26-19	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) that all persons entering services with BABHA will be screened to determine their need for a psychiatric evaluation, and all psychiatric evaluations will be carried out by appropriately qualified mental health professionals.

Purpose

This policy and procedure was developed to describe and establish the criteria for all persons entering services with BABHA to be screened for psychiatric needs.

Education Applies to

- All BABHA Staff
- Selected BABHA Staff, as follows: All Clinical and Clinical Management, Agency Nurses - Clinical and Residential
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Primary Care
 - Policy Only Policy and Procedure
- Other:

Definitions

N/A

Procedure

Psychiatric Evaluation:

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- A. All persons entering services with BABHA will be screened as to their need for a psychiatric evaluation.
- B. This screening is part of a Mental Status exam performed by a Qualified Mental Health Professional.
- C. Individuals who are experiencing psychotic symptoms, disabling anxiety, serious depression, attention-deficit/hyperactivity disorder, or other forms of serious mental illness or emotional disorders and are likely to benefit from psychiatric treatment, will be referred for a psychiatric evaluation.
- D. Any individual being prescribed a psychotropic medication by a BABHA prescriber or contractual prescriber will receive an initial psychiatric evaluation (unless the individual has received professional services from another physician of the same specialty who belongs to the same group within the last 3 years per the Procedure Coding handbook for Psychiatrists, Fourth Edition) and then only when a more intense medication review is needed. Additional psychiatric evaluations may be necessary based on the recommendation of the treating physician or change in clinical symptoms.
- E. Psychiatric evaluations will be performed by a person licensed to practice medicine or osteopathic medicine and surgery in the State of Michigan who has completed an approved psychiatric residency with Board Certification, preferred. A Nurse Practitioner or Physician Assistant may complete this evaluation by completing the assessment using the code H0031 (assessment by non-physician) with the appropriate modifier. Nurse Practitioners with psychiatric certification can bill the psychiatric evaluation code physicians' use.
- F. Psychiatric evaluations will include the presenting problem, a brief psychiatric history, relevant medical and/or substance use information, mental status exam, diagnosis, justification for diagnosis, treatment recommendations and any psychotropic medications the individual is taking or prescribed in conjunction with the evaluation.
- G. The prescriber will review all treatment recommendations with the individual. If medications are prescribed, the prescriber will explain the reason the medication is being

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prescribed, the benefits, possible side effects, and review all items on the Informed Consent for Medications.

- H. Michigan Automated Prescription System (MAPS) is Michigan’s prescription monitoring program. MAPS is used to track controlled substances, schedules 2-5 drugs. It is a tool used by prescribers and dispensers to assess patient risk and is also used to prevent drug abuse and diversion at the prescriber, pharmacy and patient levels (Michigan.gov, Department of Licensing and Regulatory Affairs). PA 247 of 2017 Requires the review of MAPS prior to prescribing or dispensing to a patient a controlled substance in a quantity that exceeds a 3-day supply, beginning 6/1/2018. Further, the act requires that a licensed prescriber be registered with MAPS prior to prescribing or dispensing a controlled substance to a patient, beginning 6/1/2018.

- I. A copy of the psychiatric evaluation will be made available to the responsible case coordinator, i.e., Client Services Specialist or Clinical Specialist, and any other appropriate parties in the EHR or routed with appropriate consents to exchange information.

Attachments

N/A

Related Forms

Informed Consent for Medications (EHR)

Related Materials

Referral Intake Status Form

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References/Legal Authority

Department of Licensing and Regulatory Affairs
 Procedure Coding handbook for Psychiatrists, Fourth Edition

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SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Swank	M. Swank	11/09/09	No changes	Reviewed only – no changes
K. Withrow M. Swank	M. Swank	07/01/13	Revision	Add as “new” to include within the psychiatric evaluation strengths and desires of the person served.
M. Bartlett	PNLT	10/24/13	Revision	Triennial review: Updated with Person First Language and revised job title. Additional changes recommended by MMRPC citing conditions for acceptance of a previous psychiatric evaluation and the ability of a Nurse Practitioner and Physician Assistant to complete an initial psychiatric evaluation.
K. Amon	SLT	06/29/13	No changes	No Changes to the policy but changed the name of the form used for Informed Consent for Medications.
J. Hahn	J. Hahn	10/1/18	No changes	Triennial Review-no changes
A. Folsom	J. Hahn	8/26/19	Revision	Update to current practice and state regulatory updates