

Checklist: Community Mental Health Centers (CMHC) or Partial Hospitalization Program (PHP)

This checklist is an aid to assist providers when responding to medical record documentation requests pertaining to Community Mental Health Centers (CMHC) or Partial Hospitalization Program (PHP).

It is the responsibility of the practitioner who provided the services to ensure the correct submission of documentation.

Note: To print and include this checklist with your medical documentation, click the print button at the end of this form.

Documentation requirements

Physical examination upon admission (if not done within the past 30 days and/or not available from another provider) must be included in the medical record.

A referral source (if applicable)

Initial Psychiatric Evaluation/Certification

Physician Recertification Requirements

Signature – The physician recertification must be signed by a physician who is treating the patient and has knowledge of the patient's response to treatment.

The patient's response to the therapeutic interventions provided by the PHP/CMHC

Treatment goals for coordination of services to facilitate discharge from the PHP/CMHC

Treatment Plan

Progress Notes

Psychotherapy notes

Group notes

Behavior monitoring flow sheets if applicable

Treatment team, person-centered active treatment plan, and coordination of services

Disclaimer: This checklist was created as an aid to assist providers. This aid is not intended as a replacement for the documentation requirements published in national or local coverage determinations, or the Centers for Medicare & Medicaid Services (CMS) documentation guidelines. It is the responsibility of the provider of services to ensure the correct, complete, and thorough submission of documentation.