

MAC Worker Call Log (NDP 6)

The MAC Worker call log may be used to document all calls from MAC Workers to MAS Nurses. This form may not be used at agencies that use electronic medical records or have an alternate method to document calls between the MAC Worker and the MAS Nurse. The agency's policies and procedures must specifically state what form/method will be used to document ALL communication between the MAC Worker and the MAS Nurse.

Regardless of the form/format used to document MAC Worker communication with the MAS Nurse, the MAS Nurse should review the documentation on a regular basis as defined by agency policy and procedure, to verify that instructions were followed, or to follow up on pertinent issues/problems. The agency policy and procedure should state how the MAS Nurse will document that communication has been reviewed.

The MAC Worker Call log is not a part of the consumer's medical record; however, there may be issues noted on the MAC Worker Call Log that may also be addressed in the medical record as required by agency policy and procedure. The form must be maintained by the agency for a minimum of five years.