

**MEDICAL ASSOCIATES HEALTH PLANS
HEALTH CARE SERVICES POLICY AND PROCEDURE MANUAL
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POLICY TITLE: MENTAL HEALTH/CHEMICAL DEPENDENCY TRIAGE
PERSONNEL CREDENTIAL REQUIREMENTS

POLICY STATEMENT: Medical Associates Health Plans has established this policy to assure that qualified medical professionals are involved in mental health/chemical dependency triage process.

PROCEDURE

1. All nurses are required to have a current Iowa license (BSN, RN, or LPN) unless reciprocity exists. To maintain Iowa licensure, each nurse must complete 36 contact hours of continuing education by approved providers every three years. Licensure will be verified by the Human Resource Department by viewing and making a copy of the license on the date of hire. Licensure status is verified annually and the Human Resource department will keep a copy of the current license in each individual nurse's employment file.
2. The Medical Associates Psychiatry nurses report directly to an Office Manager who is a licensed Registered Nurse and is responsible for overseeing day-to-day activities. All decisions requiring clinical judgment are reviewed by a Department Board-Certified Psychiatrist.
3. Certification in mental health may be obtained by meeting eligibility criteria established by the American Nurses Credentialing Center and obtain a passing score on the examination. To keep the certification current, the nurse must re-certify every five-year period.
4. All treatment plans are reviewed for mental health/chemical dependency by the Health Care Services Case Managers and as indicated, reviewed by either the Chairperson of Medical Associates Psychiatry Department (Board-Certified Physician) and/or one of the Department Psychiatrists. All reviewing Psychiatrists are Board-Certified or Board eligible.

Tammi Hollenback, R.N.
Manager of Health Care Services

Date

Mary Leary, R.N.
Director of Health Care Services

Date

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