

HEALTHWEST
Policy and Procedure
No. 04-012

Prepared by:
The Office of Recipient Rights

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Approved by:

Subject: Comprehensive
Examinations – Residential
Facilities

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I. POLICY

Recipients of HealthWest will receive an initial comprehensive physical, mental and social examination as part of the process of admission to a HealthWest residential facility.

II. PURPOSE

To provide for the comprehensive examination of residents

III. APPLICATION

Residential facilities operated by HealthWest, and contracted facilities where adherence to this policy is specified in the contract.

IV. DEFINITION

Comprehensive Exam: An assessment of the recipient's need and capabilities as far as health, mental health and education.

V. PROCEDURES

- A. A recipient shall receive an initial comprehensive physical, mental and social examination. This examination shall serve as the basis for development of a resident's individualized plan of service. The comprehensive examination shall be thorough and consistent with professional standards. The mental examination shall include a psychiatric and social history, a mental status assessment, a diagnosis and a psychological evaluation if appropriate. The physical examination shall consist of an appraisal of physical condition by a Registered Nurse.
- B. An initial comprehensive examination report shall include a prescribed program for initial care, treatment and habilitation of the diagnosed conditions pending completion of a total individual plan of service.
- C. Where possible, the comprehensive examination shall be conducted prior to admission. The residential facility may accept and utilize in part or whole an examination conducted by a private or public agency or hospital. The residential facility will supplement preadmission examinations as necessary.

- D. Examinations subsequent to admission shall be completed within three to five working days following admission.
- E. Re-examinations will occur annually, or upon the request of a recipient or the recipient's guardian.
- F. Clinical results of examinations and re-examinations shall be kept in the same record as the resident's written plan of service.
- G. The Registered Nurse shall complete a Health Care Appraisal unless such documents accompany the recipient at the time of admission. Any questionable findings noted by the Registered Nurse will result in a referral of the recipient to a community physician for further physical examination, including immediate evaluation at an emergency room of a local hospital, if necessary.
- H. The psychiatrist shall conduct a mental status examination including diagnosis and initial recommendations regarding treatment.
- I. The social worker shall obtain a psychiatric and social history and shall be responsible for requesting information from other relevant agencies.
- J. Psychological examinations will be conducted at the request of the psychiatrist.
- K. Barring unusual circumstances, the comprehensive examination will be completed within 24 hours following admission, and documentation in the recipient's record will be the responsibility of those staff members who conduct the examination.

VI. REFERENCE

Act 258, Public Acts of 1974, as amended, 330.172G.

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