

KALAMAZOO COMMUNITY MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

ADMINISTRATIVE PROCEDURE 44.02_04

Subject: Psychiatric Evaluation		Section: Psychiatric Services	
Applies To: <input checked="" type="checkbox"/> KCMHSAS Staff <input type="checkbox"/> KCMHSAS Contract Providers		Page: 1 of 2	
Approved: ----- (Jeff Patton, Chief Executive Officer)			
Revised: 03/08/2016	Supersedes: 06/26/2014	First Effective: 04/23/2001	

PURPOSE

To ensure that all psychiatric evaluations are requested and completed in a standardized manner to enhance patient care.

PROCEDURE

I. APPLICATION

There are three types of Psychiatric Evaluations, each based on an individual's circumstance:

- A. Emergency Psychiatric Evaluation
- B. Initial Psychiatric Evaluation
- C. Updated Psychiatric Evaluation

II. FORMAT

- A. Emergency Psychiatric Evaluation
 - 1. Provisions will be made for Emergency Psychiatric Evaluations on a daily basis. The Emergency Psychiatric Evaluation needs to contain adequate information for diagnosis and treatment. Its format is not otherwise specified. The information, however, must be comprehensive enough for the task for which it is designed.

- B. Initial Psychiatric Evaluation
 - 1. The Initial Psychiatric Evaluation shall be completed for all new persons served.
 - 2. For persons served who are transferred between services in the system, for example from InterACT or Crisis Residential to Senior Services or Psychiatric Services, the need for an initial psychiatric evaluation in Psychiatric Services will depend on the following factors.
 - a. Timeliness is within 120 days.
 - b. The quality of the documentation received must be comprehensive enough and is determined at the discretion of the psychiatrist.
 - c. To determine that a request for psychiatric evaluation is appropriate, designated Psychiatric Services' staff may have a conversation with the requestor to determine the need and/or urgency. An appointment will be made when appropriateness and urgency are established.
 - 3. The format used will include the elements outlined in the Psychiatric Evaluation Guide (exhibit A).
- C. Updated Psychiatric Evaluation
 - 1. A subsequent Psychiatric Evaluation is to be updated on each person served when clinically indicated. It is specifically designed to note information relevant to the time since the last psychiatric evaluation.
 - 2. The format used will include the elements outlined in the Psychiatric Evaluation Guide (exhibit A).

EXHIBITS

- A. [Psychiatric Evaluation Guide](#)