



Policy Name:	Utilization Review	Date Revised:	9/2017
Purpose:	Systematic Approach for Case Review	Board Approval:	9/2017

Policy: To ensure quality of care and consistency of documentation, each case open to Greater New Beginnings programs will undergo a Utilization Review regularly.

Procedure: Charts will be reviewed to assess quality of clinical care and compliance with documentation standards at the following times:

- Clients who have been enrolled over 30 and less than 60 days.
- Clients with a treatment plan and/or assessment due per their cycle (every 6 months).
- Clients who did not pass URC in the previous month (aka returned charts).
- Clients who have been discharged within the previous 30 days.

During the Utilization Review, clinicians and supervisors from the program will review the chart for:

- Quality of Care
- Appropriate treatment "dosage" given presented needs
- Progress towards discharge
- Medical Necessity for services
- Compliance with clinical documentation requirements (state, county, Joint Commission)

Any charts determined to require corrections to meet compliance standards are sent back to the clinician for updates and requested to return the following month to confirm corrections were made appropriately and that the chart is in full compliance.

Any chart determined to not meet clinical justification for services is referred to the program director and/or clinical supervisor for discussion of case closure.