



ADMINISTRATIVE RULES OF MONTANA



37.106.1717 WRITTEN POLICIES AND PROCEDURES

- (1) Each BHIF shall maintain a policy and procedure manual. The policy and procedure manual shall be reviewed and updated as necessary, but at least annually.
- (2) The manual shall contain but not be limited to policies and procedures for:
 - (a) notifying staff of all changes in policies and procedures;
 - (b) addressing patient rights, including a procedure for informing patients of their rights;
 - (c) informing patients of the policy and procedures for patient complaints and grievances;
 - (d) addressing and reviewing ethical issues faced by staff and reporting allegations of ethics violations to the applicable professional licensing authority;
 - (e) admitting criteria and process to initiate behavioral treatment services to patients;
 - (f) developing procedures for the transfer of a patient to another hospital or facility;
 - (g) establishing fiscal policies governing the management of organizational and individual funds;
 - (h) developing and implementing policy(s) for security;
 - (i) establishing and maintaining a facility staffing procedure;
 - (j) assessment criteria for new admissions;
 - (k) informing patients of policies pertaining to secured treatment, suspension of treatment, transfer to other facilities, or discontinuation of services for voluntary patients;
 - (l) suspending or discontinuing facility services with the following information to be provided to the patient:
 - (i) the reason for suspending or discontinuing services or access to programs;
 - (ii) the conditions that must be met to resume services or access to programs;
 - (iii) the grievance procedure that may be used to appeal the suspension or discontinuation; and
 - (iv) what services, if any, will be continued to be provided even though participation in a particular service or program may be suspended or discontinued.
 - (m) referring patients to other providers or services that the facility does not provide; and
 - (n) conducting quality assessment and improvement activities.

- (3) The policy and procedure manual must include a current organizational chart delineating the current lines of authority, responsibility, and accountability for the administration and provision of all facility patient treatment programs and services.

Authorizing statute(s): 53-21-194, MCA

Implementing statute(s): 53-21-194, MCA

History: AMD, 2009 MAR p. 1801, Eff. 10/16/09.