



Discharge Summary Explanation Sheet (MH Only)

Completed By:

- Licensed/Waivered Psychologist
- Licensed/Registered/Waivered Social Worker or Marriage and Family Therapist
- Licensed/Registered Professional Clinical Counselor**
- Physician (MD or DO)
- Nurse Practitioner/Physician Assistant
- Registered Nurse
- Licensed Psychiatric Technician/Vocational Nurse
- MHRS
- Registered PsyD
- Clinical Trainee- Clinical Trainees require co-signature by a Licensed/Registered/Waivered staff member.

Compliance Requirements:

- A discharge summary is required to be completed when the client has been seen for five (5) or more direct, face to face services during treatment.
- When client has been seen four (4) or less times during treatment for direct face-to-face services, a discharge summary completion progress note is sufficient.
- The discharge summary must be completed within seven (7) days from the date of discharge.
- All fields must be completed or marked "N/A".

Documentation Standards:

- How to complete a discharge summary may be found at <https://2023.calmhsa.org/how-to-complete-the-discharge-summary/>
- After signing, the system will pull in information from the Diagnosis Document, Clinical Problems List and Medications List.
- Paper forms are only to be completed when the EHR is not accessible and the expectation is that the information on those forms is entered/scanned into the EHR as promptly as possible.
- When closing the Program Assignment, the Discharge Reason field is required. Select the Discharge Reason drop down menu and select the option that applies.