



County of San Diego

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TO: County Mental Health System of Care Providers

FROM: Tabatha Lang, Director of Quality Improvement
Behavioral Health Services Division

QI/QA ACCESS STANDARDS IN ANASAZI

MH MIS has established the following access standards for contracted programs QI/QA staff:

Anasazi Access:

For legal entities with a designated QI/QA department, QI/QA staff may be granted 'view only' access of the clinical records for units within the legal entity.

For legal entities without a designated QI/QA department, staff may be granted access in alignment with their regular duties for their assigned unit and additional 'view only' access of the clinical records within that unit so that they may also perform QI/QA duties. Note: This may require two (2) IDs.

Job Responsibilities:

QI/QA staff will have job responsibilities such as those listed below. These job responsibilities must be substantiated by the program and access will be approved on a case by case basis.

QI/QA staff will perform the following pertinent job responsibilities, including but not limited to:

- Evaluate contents of medical records for technical completeness, accuracy and compliance
- Maintain contract files to ensure progress and legal compliance
- Monitor timelines and quality of electronic health records ensuring that submissions meet contract requirements
- Create, update, and maintain program policies and procedures
- Interpret laws, regulations, and facility policies and procedures pertaining to medical records

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QI/QA Staff Education or Experience Standards:

- Staff education and experience must be in alignment with Legal Entity program policy
- Staff shall have knowledge of terms, concepts, and principles of privacy and confidentiality
- Staff shall have knowledge of medical terminology used in mental health programs

Program Policies:

- Staff must pass Anasazi training
 - Procedures shall be in place for monitoring staff access to records
- Recommended that legal entities have consultants with expertise in medical records who are certified by American Health Information Management Association

Effective Date:

These new standards will be implemented as of April 15, 2014.