**COMPLETED BY:**

1. The EHR generates this printout based on information entered by each program that has an open assignment of the client. Traditionally this information is entered by program’s data entry/clerical staff.

**COMPLIANCE REQUIREMENTS:**

1. The Face Sheet should be reviewed in the EHR on a quarterly basis at a minimum to assure all information is accurate and up to date.
2. For clients who are not previously opened in the system the following three forms are to be completed and entered into the EHR:
   1. Demographic Form
   2. Assignment Form
   3. Diagnosis Form
3. For client who are currently or previously opened in the EHR the following form is to be completed and entered:
   1. Assignment Form
4. Changes in the client’s status shall be entered into the EHR as they occur.

**DOCUMENTATION STANDARDS:**

1. The Face Sheet is populated by information from the Demographic and Diagnosis Forms as well as from assignment/s entered into the Electronic Health Record (EHR).
2. Since the Face Sheet lives in the EHR, and information on the client is updated in real time as data is entered into the EHR, a paper copy of the Face Sheet is not required to be placed in the paper/hybrid chart.
3. The Demographic, Assignment and Diagnosis Forms must all be completed and entered into the EHR prior to printing the Face Sheet.