DEMOGRAPHIC FORM

**BHS UCRM**

**COMPLETED BY:**

1. Data entry/clerical staff
2. All clinical staff

# COMPLIANCE REQUIREMENTS:

1. Initial Demographic Form shall be completed within 30 days of assignment date to program (day one is counted as the date of assignment).
2. Demographic Forms shall be updated at a minimum of annually and whenever there are updates to be made.
3. All required fields must be complete in order to final approve the form, however it is expected that all fields be addressed.

# DOCUMENTATION STANDARDS:

1. Demographic Forms must be completed on all new clients before an assignment can be made.
2. Information may be taken directly from the client, or the clinician may gather information at initial assessment.

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