

Mount Rogers Community Services Board

Title: Protocol for Reviewing Tuberculosis with Individuals in Services

Purpose: To establish a protocol for staff to review possible symptoms of individuals periodically and document in Credible, Mount Rogers Community Services Board's (MRCSB) Electronic Health Record (EHR).

I. Definitions:

- a. Credible Record Manager—refers to a role within Credible, which is assigned to each individual's record. The staff person assigned to this role is a member of the individual's treatment team and is responsible for ensuring certain activities are completed by a member of the an individual's treatment team.
- b. Minimum Necessary Standard—refers to HIPAA and MRCSB Confidentiality Procedure, No. 1.1.17.1, regarding the use, disclosure, or request of PHI that is relevant to the specific and intended purpose at hand, even when sharing with other MRCSB staff.
- c. Notify—refers to providing appropriate MRCSB staff with pertinent information at the time of assessment, via email, telephone, or in person, using the Minimum Necessary Standard.

II. Protocol:

- a. Initial opening to the Agency: staff will complete the "TB Screening" service in Credible.
- b. Annual Review: the Credible Record Manager will complete the "TB Screening" service with each assigned individual. One screening per individual per year is required, unless otherwise deemed appropriate, such as staff receive information suggesting new symptoms or risk, or if otherwise required by state or federal regulations pertaining to a specific service.
- c. Review as needed:
 - i. At any time during services, if an individual reports having symptoms consistent with TB to any staff person, that staff person staff will review the "TB Screening" service in Credible and refer the individual to the local Health Department if appropriate.
 - ii. At any time during services, if an individual reports to any staff person being diagnosed with TB, that staff person is responsible for assuring that the local Health Department has been notified, within the Minimum Necessary Standard.
- d. If an individual reports symptoms consistent with TB, staff will refer them to the local Health Department for screening or testing.
- e. Staff will provide all individuals deemed at a higher risk for TB educational information about TB symptoms and resources.