Psychiatric logs

* When completing a formal initial evaluation or reevaluation, the service provider evaluation log must be completed NOT the psychiatric log.
* Every section on the form must be completed.
* A MA consent must also be sent with it.
* The doctor’s report will need to be attached to it as well (This is sent by Dr. Shahoud’s office)
* The physician authorization form must also be completed before beginning the evaluation.
* When doing an initial meeting of intake with a student or med check, the psychiatric log must be completed.
* Every section on the form must be filled out and the comment section must list specifics on what was done that day.
* It is important that Miranda receives the IEP and MA consent for new students as soon as possible so that they can be processed and a physician’s authorization can occur to make those services billable. (Dr. Shahoud may complete the physician authorization form for his services before seeing the student IF there has been a MA consent signed and the service is currently in place in the IEP)
* In the IEP make sure the purpose of the mental health services lists that it is performed by a psychiatrist and lists the reasoning the mental health service is needed such as med management as well as the frequency the service will occur.