

**Department of Mental Health
Adult Community Clinical Service
Frequently Asked Questions**

**Documentation Requirements When Annual Physical and/or Dental Examinations
are Not Available**

Question: What documentation is required if there is no evidence of an annual physical and/or dental examination in the record of the person served?

Answer: Annually, providers are required to have documentation in the person's record which explains why an annual physical and/or dental exam is not present. This documentation must be signed by the person served or his/her Legally Authorized Representative (LAR).

If the person served/LAR declines to sign documentation explaining the absence of an annual physical and/or dental exam in the record, staff will document all information known regarding physical exam/medical health care status, preferences and/or issues and document their efforts to obtain the person's/LAR signature.

Reasons for no record of an annual physical and/or dental exam may include:

- the person served has declined to have a physical and/or dental exam;
- the person served has declined to give authorization for staff to obtain a copy of the results of their annual physical and/or dental exam;
- the person served has chosen not to obtain and/or provide staff with results from their annual physical exam; or
- the person served is unable to attend physical or dental appointment(s) as scheduled due to barriers such as: issues obtaining an appointment due to availability of a health care provider, limited physical and/or dental examination appointment times, transportation issues, insurance issues.

Any discussion of pertinent information related to medical conditions and/or contact with health care providers will be documented in the record of the person served. Also, any specific information or discussions related to physical examination/medical health care preferences or issues will be documented. Any interventions, resources and supports needed should be included and a response or plan will be developed as indicated.

If the person served has given authorization for staff to obtain a copy of the results of their annual physical and/or dental exam but the documentation has been not been obtained, the provider must have evidence of their attempts to acquire the documentation from the physician and/or dentist.

Note: if person served does not have teeth and the dental examination must be included in the annual physical examination. In this instance a refusal form for a dental exam is not needed.