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Title 22@ Social Security

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Division 6@ Licensing of Community Care Facilities

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Chapter 2@ Social Rehabilitation Facilities

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Subchapter 1@ Basic Requirements

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Article 6@ Continuing Requirements

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Section 81071@ Register of Clients

81071 Register of Clients

(a)

In all licensed facilities, the following shall apply: (1) The licensee shall maintain in the facility a register of all clients which must contain current information on the following: (A) Client's name and ambulatory status as specified in Sections 81070(b)(1) and 81070(b)(9). (B) Name, address and telephone number of client's attending physician. (C) Authorized representatives information as specified in Section 81070(b)(6). (D) Client's restricted health condition(s), if any, as specified in Section 81092(b). 1. The licensee may keep a separate client register with this information.

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(A)

Client's name and ambulatory status as specified in Sections 81070(b)(1) and 81070(b)(9).

(B)

Name, address and telephone number of client's attending physician.

(C)

Authorized representatives information as specified in Section 81070(b)(6).

(D)

Client's restricted health condition(s), if any, as specified in Section 81092(b). 1. The licensee may keep a separate client register with this information.

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(b)

The register of clients shall be immediately available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. Registers may be removed if necessary for copying. Removal of registers shall be subject to the following requirements: (1) Licensing representatives shall not remove the current register unless the same information is otherwise readily available in another document or format. (2) Prior to removing the register, a licensing representative shall prepare a list of the register documents to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee. (3) Licensing representatives shall return the register undamaged and in the condition that it was received within three business days following the date the records were removed.

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Licensing representatives shall return the register undamaged and in the condition that it was received within three business days following the date the records were removed.

(c)

The licensee shall ensure that the register of current clients is kept in a central location at the facility. (1) A hardcopy of all items in the register shall be consolidated in an easily accessible and transportable container, which may include, but not be limited to, a binder or folder, so that information in the register may be accessed by facility staff and/or the licensing agency, and easily transported in the event of a disaster or an emergency. (2) Registers shall be confidential, as specified in Section 81070(c).

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(2)

Registers shall be confidential, as specified in Section 81070(c).