

Area: Program Services
Subject: Professional Consultation
Policy No.: 190

POLICY

It is the policy of the Center for Communication Disorders that its staff will consult with each other and with appropriate professionals in the community concerning case management.

PURPOSE

The purpose of this policy is to ensure that each client is provided with a coordinated and integrated service program that draws upon the expertise of a variety of professionals.

PROCEDURES

1. The staff of the Center will consult with each other regarding specific issues that arise during evaluation and/or treatment of individual clients. Extent of the consultation will be dependent upon the client needs at the time. The consulting staff member may be involved in preparation or execution of the diagnostic procedure; may offer resources involved in interpretation of test results; or may be involved in client/family counseling.
2. The Center staff may also consult with, or be consulted by, community agencies or professionals in reference to specific clients serviced by both, provided the client has signed a consent form for said group or individuals.
 - a. When appropriate, the assigned clinician or supervisor will contact other professionals such as teachers, speech-language pathologists, and physicians to discuss program issues concerning a particular client.
 - b. Assigned clinician or supervisor may attend PPT proceedings involving their client, or may visit other programs providing service to their client.
 - c. Such contacts will be documented through a conference form or notes on the chronological summary of activity form, both of which are included in the client's record.
 - d. All contacts will be in accordance with the Center's policy on confidentiality, and with full authorization of the client or his family.