

**Community Mental Health Affiliation of Mid-Michigan
(CMHAMM)**

CMHAMM Bulletin

Bulletin Number: CMHAMM 09-06

Distribution: Affiliation CEOs, Affiliation Compliance Committee, Affiliation IS Workgroup, PIHP LG

Issued: February 10, 2009

Subject: Document Imaging Software

Effective: February 10, 2009

CMH's Affected: CEI, Gratiot, Ionia, Manistee-Benzie, Newaygo

Related Policy (If Applicable): Affiliation Policy 6.0

Related Procedure (If Applicable): Affiliation Procedure 6.3

Purpose: To ensure that CMHAMM Affiliates operate standardized software systems for the purpose of maximizing CMHAMM administrative efficiency, accuracy and contract/regulatory compliance.

Announcement: The CMHAMM Steering Committee has approved selection of the FileBound Document Imaging System, by the Marex Company, as CMHAMM's designated standardized document imaging system. Consistent with Procedure 6.3, related to CMHAMM Policy 6.0, the CMHAMM IS Workgroup shall build an implementation plan, including scheduled dates for various stages of the project. This plan shall be reviewed, modified and recommended by the Affiliation Steering Committee for approval by the PIHP through the Director of Affiliation Operations (DAO). The software shall be implemented in a standardized way using a consistent method. Differences in software setup and usage due to different local needs shall be acceptable. Differences in local preference shall not generally be an appropriate reason for setting up software differently. The assigned workgroup shall build a transition plan for parties not currently using the selected software to purchase and begin utilizing that software. This plan shall include scheduled dates for various stages of the transition. If the assigned workgroup is unable to obtain consensus during any of the steps outlined above, the Affiliation Steering Committee shall make the determination. If the Affiliation Steering Committee is unable to reach consensus, the determination shall be made by the PIHP. The PIHP, through the DAO, reserves the right to require a resetting of project schedules that fail to accomplish standardization within a reasonable time period. The PIHP may also review the final products to ensure that the software is set up and operated in a standard fashion. The PIHP, through the DAO, shall enforce this procedure as a contractual obligation.

Approved



Toby Bayless
Director of Affiliation Operations
Community Mental Health Affiliation of Mid Michigan
