



## Monterey County Behavioral Health Policy and Procedure

<b>Policy Number</b>	410
<b>Policy Title</b>	Committee And Staff Meetings
<b>References</b>	None
<b>Form</b>	None
<b>Effective</b>	February 1, 1987 Revised: July 26, 1993 Revised: September, 2008

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### 2 **Policy**

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4 The Behavioral Health committee and staff meetings are conducted for a specific purpose, and the  
5 punctual attendance of assigned committee and staff members at called or regularly scheduled meetings is  
6 considered to be part of their official duties. Attendance is therefore mandatory unless specifically excused.

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8 This policy applies to regular unit and divisional staff meetings, Quality Management Utilization Review and  
9 Quality Improvement Committee meetings, staff case conferences, task force and training committees and  
10 any special meetings called by supervisory or management personnel.

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12 Behavioral Health staff shall code in their daily billing statistics and time cards, the appropriate  
13 code number for the meeting attended