County of San Bernardino
Department of Behavioral Health

Notice of Medical Information Procedure

Effective Date 9/18/06
Approval Date 9/18/06 **Allan Rawland, Director**

Purpose

To establish procedures for the annual review of the Notice of Medical Evaluation (NME) and the Tuberculosis (TB) screening for employees in the Department of Behavioral Health Alcohol and Drug Services (DBH/ADS) and Co-Occurring Disorders clinics. (See **Notice of Medical Information Policy**).

Staff Responsibility

Although all service staff are required to have annual TB test, these procedures apply only to Drug/Medical programs. Follow the procedures below in reviewing the NME and TB screening:

Staff	Responsibilities
ADS and Co-Occurring Disorders Clinics/Clinic Supervisor	• Obtain a NME on all new employees, who are working in alcohol an drug and co-occurring disorder clinics within 30 days of hire • Must annually request and update the required NME from at the beginning of each fiscal year (a requirement for Drug/Medical programs) • Schedule or obtain the NME screening by calling San Bernardino County Center for Employee Health and Wellness (909) 580-1701 **Clinic supervisor ensures NME form specifies the following:** • Dates of the health screening • Annual tuberculosis (TB) test completion
All DBH Staff who provide ADS services	• Required to give the clinical supervisor a NME form at the beginning of each fiscal year • Required to have an annual TB screening, if working with clients • Must have an annual good physical health screening performed under licensed medical supervision. The person performing the screening sign the form
County ADS Coordinator and/or State Alcohol and Drug Analyst	• Reviews the NME files at anytime, upon request for audits/inspections • The files may be obtained from San Bernardino County Center for Employee Health and Wellness (the central repository for medical information)