

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: **CODING AND TRACKING OF COURT ORDERS AND GEORGIA
DEPARTMENT OF CORRECTIONS ADMISSIONS (COMMITMENT
TYPES 244, 201, 204, 205, 206, 241, AND 243)**

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: PTFS Chief

LAST REVISION DATE: April 2008

The purpose of this policy is to establish responsibilities and a process for ensuring compliance with the various legal aspects of court orders and Georgia Department of Corrections (GDC) admissions (commitment types 244, 201, 204, 205, 206, 241, and 243).

1. The Psychiatric Treatment & Forensic Services (PTFS) Chief/Admissions Office is responsible for assigning an appropriate court order code to each court order or GDC client.
2. The PTFS Chief/Admissions Office is responsible for verifying the accuracy of each court order, coding information on court ordered admissions including task deadlines, coordinating with the service chiefs/medical directors to monitor and confirm task completions or changes in status, and updating information.

Approved:

This policy has been approved by the CEO and CMO on 9/8/08.