

BACK-UP PROVIDER DOCUMENTATION

POLICY

Metro Support Services will ensure that Back-up Providers understand documentation requirements when providing services. The following is the guideline we have determined would allow for some flexibility, while ensuring appropriate documentation is occurring:

PROCEDURE

The agency will link the back-up provider to individual(s) receiving care and the back-up provider will be responsible for documentation while they are providing services. This includes all areas of care/service that the back-up provider is providing. The QAFCP will be responsible for training back-up providers on how to document in Therap.