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Issued by: Health Information Specialist Unit

Health Information Specialist Unit Restructure

Effective February 1, 2025, the Health Information Specialist Unit will be restructured to develop a specialized team to focus on the Alternative Care Medical Reviews (ACMR) that are completed to compile data necessary to assess Children's Division performance of the Exit Criteria in the Joint Settlement Agreement.

The Unit will continue to consist of a Medical Records Team (MT) and Review Team (RT). The restructure is:

Each circuit will now be assigned three (3) Health Information Specialists (HIS).

- Two (2) HIS will be from the MT whose primary duties include completing Automatic Reviews and assistance with Medical Records.
- One (1) HIS will be from the RT whose primary duties include providing informed consent guidance and Secondary and Mandatory reviews.

Please refer to the [Secondary & Mandatory Flowchart](#) to determine if a review is required prior to informed consent and administration of a psychotropic medication.

For all questions regarding informed consent procedures and to complete Secondary and Mandatory reviews when required in Section 4.4.3 in the [Child Welfare Manual](#) please reach out to your assigned HIS (RT).

There are three (3) HIS team members whose primary duties will be completing the ACMR statewide.

A copy of the new [HIS Circuit-Regional Map](#), [HIS-Contacts 2-25](#), Mandatory & Secondary Flowchart, and Informed Consent Process are located on the [HIS Landing Page](#).

The Health Information Specialist Unit will continue to be available to attend circuit meetings/staff meetings at least quarterly to provide necessary information, guidance or answer any questions. Specialized training can be requested as necessary.

Please discontinue the use of any previous HIS regional maps and contacts.

Health Information Specialist Unit Contact:

Melissa Kenny
HIS Unit Manager
Melissa.L.Kenny@dss.mo.gov