

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER

POLICY AND PROCEDURE MANUAL

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Section Number 362

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Policy 362 – Service Activity Log Procedures

I. OVERVIEW

The purpose of the SAL is to provide information for billing and statistical information.

II. PROCEDURES

- A. SAL's are to be completed and turned in to the assigned staff person in conjunction with the program policy and procedures.
- B. SAL's will be forwarded to the assigned staff member for data entry.