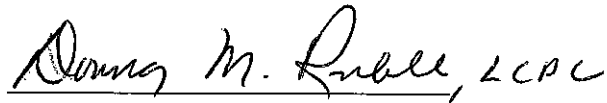


CORNERSTONE BEHAVIORIAL HEALTH

DPT.3 TIMELY CLIENT DISCHARGE

If the client does not return for services, it is incumbent on the provider, unless otherwise documented, to discharge their clients in a timely manner.

In the case of clients repeatedly missing, no showing or late canceling, our internal policy is to let the clients know they cannot have a scheduled appointment but instead must call on a day when the clinician is available. If the behavior continues we will notify and discharge the client. The discharge may be initiated and processed only if all relevant progress notes concerning absences have been previously and adequately documented.

Handwritten signature of Danny M. Ruble, LCP.

Executive Director/Date

Reviewed and revised: 12/13/10; 12/03/14