

**Rule No. 560-X-35-.13 Records**

(1) The Department of Mental Health shall make available to the Alabama Medicaid Agency at no charge, all information regarding claims submitted and paid for services provided eligible recipients and shall permit access to all records and facilities for the purpose of claims audit, program monitoring, and utilization review by duly authorized representatives of federal and state agencies. Complete and accurate medical/psychiatric and fiscal records which fully disclose the extent of services shall be maintained by the clinic. Said records shall be retained for the period of time required by state and federal laws.

(2) Sign-in log, service receipt, or some other written record shall be used to show the date and nature of services; this record shall include the Recipient's signature.

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**Statutory Authority:** Section 1915(c) Social Security Act; 42 C.F.R. Section 431.107, Subpart C – Administrative Requirements: Provider Relations; and the Home and Community-Based Waiver for Persons with ~~Mental Retardation~~Intellectual Disabilities.

**History:** Rule effective July 9, 1985. Effective date of this amendment November 18, 1987. **Amended:** Filed June 12, 2012; effective July 17, 2012. **Amended:** Filed March 20, 2023;