

Signatures Required for DHS 75 Outpatient Services

	75.49 Outpatient substance use treatment service	75.50 Outpatient integrated behavioral health treatment service	75.51 Intensive outpatient treatment service	75.52 Day treatment or partial hospitalization treatment service
Intake and admission DHS 75.24(9)(a & b)	Client/patient signature required on Consent for treatment (BEFORE admission): DHS 75.24(9)(a)(1) The general nature and purpose of the service: DHS 75.24(9)(a)(4)(a) Patient rights and the protection of privacy by confidentiality laws: DHS 75.24(9)(a)(4)(b) Service regulations governing patient conduct: DHS 75.24(9)(a)(4)(c) The hours during which services are available: DHS 75.24(9)(a)(4)(d) Procedures for follow-up after discharge: DHS 75.24(9)(a)(4)(e) Information about the cost of treatment: DHS 75.24(9)(a)(4)(f) Sources of collateral information: DHS 75.24(9)(a)(4)(g) Medication-assisted treatment for patients with opioid use disorders: DHS 75.24(9)(b)			
Clinical assessment and level of care placement DHS 75.24(11)(k)	For a qualified treatment trainee or a substance abuse counselor in-training, signature required by a clinical supervisor within 7 days			
Treatment plans and Treatment plan updates DHS 75.24(13)(d) DHS 75.24(13)(e)	Primary counselor signature required Client/patient and other behavioral health clinical staff identified on the treatment plan signature required For a qualified treatment trainee or a substance abuse counselor in-training, signature required by a clinical supervisor within 14 days of developing the treatment plan or the next treatment plan review, whichever is earlier			
Clinical consultation DHS 75.24(14)(d)	For unlicensed staff, signature required by clinical supervisor to document that this was completed with a clinical supervisor			

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Medication orders DHS 75.24(19)(e)	Prescriber signature required			
Consent for prescribed medication DHS 75.24(19)(f)	Client/patient or patient's legal representative signature required			
Additional requirements for discharge or transfer DHS 75.24(22) DHS 75.48(1)(o)	No signatures required from client/patient, counselor, or clinical supervisor		No signatures required from client/patient, counselor, clinical supervisor, and/or MD	
Emergency services: Consent for services DHS 75.24(2)(b)	Client/patient or the patient's legal guardian signature required			

Notes

- Documentation that requires signatures by payer sources such as Medicaid are not highlighted here.
- Clinical supervision of substance use counselors, mental health professionals in-training, and qualified treatment trainees should be in accordance with signature requirements in Wis. Admin. Code chs. SPS 162, MPSW 4, 12, and 16, and Psy 2.