

# Green Apple Counseling

1500 10<sup>th</sup> Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

## **POLICY: POLICY AND PROCEDURE MANUAL**

**PURPOSE:** To provide a current written policy and procedure manual that describes all services provided at Green Apple Counseling

### **Manual:**

- The Policy and Procedure Manual will be developed, implemented, and maintained at the facility.
- The manual will be available to staff, client, client family members, legal representatives, and the Department of Health and Human Services
- The manual must be complied with by all facility personnel and its agents.
- Policies and procedures must be reviewed at least annually by either the administrator and the medical director with written documentation of the review.