

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Managed Care

POLICY # AD III-2

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SUBJECT: Processing Disability Claims

EFFECTIVE DATE: May 2002

SUPERCEDES DATE: June 1996

PURPOSE

The purpose of this policy is to provide instruction for transmitting medical records and obtaining consultative examinations for those inmates who have filed disability claims with governmental agencies.

POLICY

Medical Record information will be provided to the Disability Determination Agency in accordance with established release of information procedures. DOP Personnel will not be used for these examinations.

PROCEDURE

- A. Providing Medical Records.
 - 1. Initial requests for medical records are forwarded to the Health Services Section, Division of Prisons, for processing.
 - 2. Upon receipt, the requests are logged in Health Services and then transmitted to the facility where the inmate is assigned. The transmittal cover sheet includes instructions to the facility to reproduce the requested records and return such to the Health Services Section, Attention: Medical Records Manager, for subsequent transmittal to the requesting agency.
- B. Consultative Examinations.
 - 1. Specialty consultations are frequently requested to adequately evaluate a disability claim. In those instances, the Disability Determination Agency will contact the prison facility to arrange for outside providers to come on site and perform these examinations.
 - 2. If necessary the inmate may be taken off-site for the consultation with the approval of DOP Health Services and the appropriate custody administrator(s).



5/9/02

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Director of Health Services