

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department of Public Safety
Prison

SECTION: Administrative – Medical
Records

POLICY # AD VI-4

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SUBJECT: Health Care Record Maintenance

EFFECTIVE DATE: August 2014
SUPERCEDES DATE: August 2009

PURPOSE

To provide guidelines on retrieval of parole/release records, when and how to combine Outpatient medical records, add volumes to the offender's medical record, and the movement of the medical record.

POLICY

The Medical Records Department of Health Services is responsible for the maintenance and recruiting of all outpatient and inpatient medical and mental health records. Time frame to be determined after checking records are maintained in accordance with General Statutes and for the inpatient records processed and archive for the years 2000 and forward.

When there are multiple medical records from previous incarcerations, the records are to be combined. When the Outpatient medical record becomes too voluminous, an additional volume will be started. All volumes of the Health Care Record will reside at the housing assignment of the offender.

PROCEDURE

- I. Medical Records (paper)
 - A. Combining Records
 1. Outpatient health records from previous incarcerations of the last five years will be released by the Medical Records Department and will be combined with the health care records of the current admission.
 2. It is the responsibility of the facility housing the offender to combine the records.
 3. If there is room in the last volume, do not remove the tabs and format sheets from previous admission. Place the new admission forms, tabs, and format sheets on top of the previous admission format sheets.
 4. When two volumes are combined, write the word "Combined" on the outside of the volume.
 5. If there is not room in the last volume, start a new volume with tabs and format sheets.
 - B. Adding Volumes
 1. The most current volume shall contain all pertinent information necessary to maintain continuity of patient care.
 2. Original and additional volumes will be numbered using in a bold, black marker in the upper right corner to indicate the existence of more than one volume. Multiple volumes are sequentially and numerically numbered.
 - C. Movement of Records
 1. ALL Outpatient volumes of an offender's Outpatient Medical Record should be banded together and moved simultaneously.
 2. Within two weeks of the offender's release from the correctional system, all volumes of the Outpatient Medical Records are to be forwarded to Division of Prisons Health Services, Medical Records Department.

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II. FOR ELECTRONIC HEALTH RECORD

- A. Upon implementation of the Electronic Health Care Record,
 - 1. All volumes of the paper health care record will become inactive, but maintained at the housing facility.
 - 2. All volumes will be maintained at facility where offender is housed
 - 3. Stored volumes from previous incarceration will not be released to the processing centers.

- B. Pertinent information, not to exceed the previous five years, required to meet the acute or critical health care need; or pertinent information to maintain continuity of care will be released upon request. This information may be requested by the treating provider or designee by an internal written request. The requested information will be scanned by the Department of Public Safety Medical Records Department into the offender's Electronic Health Record.

Paula Y. Smith, M.D.

5/26/2014

Paula Y. Smith, MD, Chief of Health Services

Date

SOR: Medical Record Director