

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Public Safety

SECTION: Administrative – Medical
Records

POLICY # AD VI-7

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SUBJECT: Transfer of Medical Records

EFFECTIVE DATE: May 2014
SUPERCEDES DATE: May 2005

PURPOSE

To provide guidelines for the transfer of medical records.

POLICY

The electronic healthcare record will be accessible to all pertinent healthcare staff, and will include dental, medical and mental health information. The written outpatient Medical Record, including the Dental Record, must accompany the offender upon every transfer from one correctional facility to another. Copies of pertinent inpatient medical information as determined by the Chief of Health services, outside hospitalization information, and discharge summaries volumes of an offender's written Outpatient and Inpatient Medical Record should be banded together and moved simultaneously when the electronic healthcare record does not include all of the patient's medical history.

PROCEDURE

I. Referral and Discharge

A. Use of forms and discharge summary

1. A complete Consultation/Referral Form (DC-767) will be used to refer all patients for consultation.
2. A complete Notice of Referral to a Mental Health Facility (DC-133R) will be used to refer patients for mental health evaluation.
3. Referral forms will be incorporated into the Health Record at the time of referral.
4. A discharge summary will be completed when a patient is discharged from a correctional inpatient health care facility if the electronic healthcare record is not available for use.

II. Transfer for Outpatient/Emergency Services

Department of Public Safety (DPS) personnel are to observe the following procedures when transporting offenders to community providers:

- B. DPS healthcare employee shall print copies of the relevant documentation in the electronic healthcare record and give to the OIC. The OIC will give this information to the officer transporting the patient for emergent care. If no medical staff is on duty, the OIC will contact the triage nurse to determine, print, and fax the necessary medical information.
- C. When the electronic healthcare record is not available for use at the facility, the officer in charge ("OIC") and /or DPS healthcare employee shall obtain the Outpatient Medical Record. The Outpatient Medical record will accompany the offender patient upon transport to the local emergency room/clinic. The Correctional officer transporting the offender patient is responsible for requesting that a copy of the emergency room/clinic record be released to his custody per G.S. 131 E-98 Part F, Confidential Information. The Correctional officer transporting the offender is responsible for signing the Offender Medical Transportation form and returning the completed form to the appropriate facility staff upon return from the community provider.

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- D. When an offender is taken to a community emergency room and subsequently admitted to the hospital, it is the responsibility of the transporting officer to return the Outpatient Medical Record to the correctional facility if the paper medical record was taken and the electronic healthcare record was unavailable for use. The Outpatient Medical Record SHALL NOT be left at a community health facility.
- E. When the care of an offender is transferred to community providers, information concerning the care rendered by the community provider shall be obtained and filed appropriately in the medical record or scanned into HERO if available.

II. Transfer medical record

- A. The outpatient medical record IS NOT transported to court or to jail with the offender.
- B. When supervision of the offender is transferred from DPS staff to outside agency supervision (i.e. federal, state, or local law enforcement agencies, court or jail), the outpatient medical record and/or the electronic healthcare record remains the property of DPS.
- C. Patient authorization is required of all law enforcement officers (this includes FBI, SBI, and local officials) for release of confidential medical information.
- D. Copies of medical information are not provided to the court or to the jail without a court order or the written consent of the offender involved.
- E. Upon discharge from the correctional system, all volumes of the Outpatient and Inpatient Medical Record shall be forwarded to DPS Health Services Medical Record Department.

Paula J. Smith, M.D.

6/5/2014

Paula Smith MD, Chief of Health Services

Date

SOR: Medical Record Director

Addendum:

Form DC-133R Referral to a Mental Health Facility
Form DC-767 Consultation/Referral