

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Public Safety
Prison

SECTION: Administrative–Medical
Records

POLICY # AD VI-14

PAGE 1 of 1

SUBJECT: Problem List

EFFECTIVE DATE: September 2014
SUPERCEDES DATE: September 2007

PURPOSE

The purpose of the Problem List (DC-439) or list in electronic health record to provide a listing of all medical diagnoses, environmental concerns, American Disabilities Act accommodations, and special equipment issues related to providing care to the offender.

POLICY

The Health care provider performing an encounter is responsible for listing and updating health problems identified during assessment.

PROCEDURE

I. Problem List (DC-439)

A. Guidelines for completion are located on the back of the form.

The chronic Problem List should be filed behind the format sheet in Section V of the Outpatient Record as outlined by Medical Record Department.

The Chronic Disease Nurse will review the Chronic Problem List at each scheduled Chronic Disease follow up to determine if it is current, and will update according to provider diagnosis. The OPUS screen (MS08) problem list should be completed based on the written list.

II. Completion of Problem List

A. DC-439 is used in paper charts is:

1. Completed based on guidelines on back of form.
2. Filed behind section V of the out patient record.
3. Reviewed by Chronic Disease Nurse.
 - a. At each rescheduled CD visit.
 - b. Updated accordingly to provider diagnoses.

B. Electronic Health Record Problem List is:

1. Recorded and tracked in record at each encounter.
2. Easily accessible for reference and further treatment.

Paula Y. Smith, M.D.

5/19/2014

Paula Y. Smith, M. D., Chief of Health Services

Date

SOR: Deputy Medical Director, Dental Director, Mental Health Director

Addendum:

[DC-439 Problem List](#)