

# **HEALTH SERVICES POLICY & PROCEDURE MANUAL**

North Carolina Department Of Public Safety  
Prison

SECTION: Assessment of Patient

POLICY # A – 1

PAGE 1 of 2

SUBJECT: Receiving Screening

EFFECTIVE DATE: January 2014

SUPERCEDES DATE: January 2008

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## **PURPOSE**

To ensure that offenders continue to receive appropriate health services for health needs already identified, new problems are addressed, unnecessary repetitive tests are avoided and provisions for continuity of care are made. All intrasystem transfers including those returning from jail or court will receive a screening.

## **DEFINITIONS**

**Intake Screening** – Process used by licensed nurses for new admissions intrasystem transfer to collect health data.

The intake Screening consists of a series of screens utilized by the licensed nurse to collect health data in the on all intra-system transfers and new admissions. The intake screening is designed to review and / or update the following: chronic disease, tuberculosis, infectious disease, mental health status, dental status, immunization and review of medications. A set of vital signs is required during the intake screening. All intrasystem transfers, including those returning from jail or court, will receive a screening.

### **Receiving Screening**

A form (DC-435) completed by trained licensed or non-licensed personnel upon the offender's arrival at the facility. At a minimum, the screening will assess and determine the following:

- Inquiry into current treatment for, or complaint of a medical, mental health or dental problem and whether the offender is presently on medication(s).
- The offender's general appearance and behavior, physical deformities, evidence of abuse or trauma
- Disposition for appropriate housing (general population or other)

## **PROCEDURE FOR ELECTRONIC HEALTH RECORD**

- The licensed nurse will complete an Intake Screening on all intra-system transfers and new admissions upon arrival before the housing assignment is made (in this case the DC-435 is not required)
- If there is no licensed nurse onsite at the time of the offender's arrival, the Receiving Screening (DC-435) shall be completed by the trained non-licensed personnel
- The licensed nurse will review and scan the Receiving Screening (DC-435) into the electronic health record the next business day and complete the Intake Screening
- The licensed nurse will review and coordinate internal and external appointments in both the electronic health record and OPUS to ensure continuity of care.

## **PROCEDURE for DC-435**

### **A. General Guidance**

- Ask each offender all questions on the DC-435
- Obtain translator services for non-English speaking offenders.
- Legibly document offender's responses using their own words when possible.
- Mark sections of the form as "not applicable" (NA) or "none" instead of leaving blank.
- Record the date and time the form is completed
- Record your printed name, title, and signature on the completed form.

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- Provide information on the facility process for obtaining access to Health Services have offender sign.
- The offender will sign and date the DC - 435 that this information was received.

### B. Screening Questions

1. If the offender indicates "yes" for any current medical symptoms or exhibits unusual behavior, notify the Facility RN or Telephone Triage Nurse for any questions, prior to disposition.
2. For an apparent medical emergency call 911 immediately.

### TRAINING

The Facility Head or designee will ensure that the following staff are trained in the screening process:

1. Non-licensed personnel (screening officers)
2. Licensed Nursing personnel

### DISPOSITION OF FORM

The Form DC-435 will be filed in the health record.



6/10/2014

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

SOR: Deputy Medical Director

### **Addendum:**

[Form DC-435 Health Screening](#)