

HEALTH SERVICES POLICY & PROCEDURE MANUAL

**North Carolina Department of Public Safety
Prison**

SECTION: Patient Education

POLICY # PE – 1

PAGE 1 of 1

SUBJECT: Health Orientation

**EFFECTIVE DATE: January 2014
SUPERCEDES DATE: January 2012**

PURPOSE

The purpose of this policy is to provide instructions to staff regarding offender health orientation.

POLICY

On admission to a facility, the facility staff will provide to each offender written and verbal instructions on how to access health services at that facility. Instructions will include, but are not limited to: co-payment policy, location of the health facilities, access to and times of sick call, medication pass, access to emergency care and procedures for receiving dental and mental health services.

Health Services staff will document the receipt of the access instructions in the offender's health record. Written notices in English and Spanish will be available. The co-payment policy and relevant access information may be posted in dorms, health service areas and other locations deemed appropriate by administrative and health care staff.

Offenders unable to understand English shall have health care procedures explained by a translator or translation service provided by the North Carolina Department of Public Safety Prisons. Refer to Health Services Policy Manual AD IV – 6.

Paula Y. Smith, M.D.

3/11/2014

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

SOR: Director of Social Work, Director of Nursing