

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administration

POLICY # AD VIII-6

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SUBJECT: Medical Notification to Excuse from Work

EFFECTIVE DATE: November 2008

SUPERCEDES DATE: October 2004

PURPOSE

To provide a mechanism to excuse an inmate from work due to medical reasons

POLICY

Medical staff will inform custody staff of need to excuse an inmate from work if the inmate presents with a health problem of to justify the excuse.

PROCEDURE

The procedure for informing custody of the need to miss work due to a medical excuse may be done by computer or by issuing a DC-490 Medical Notification slip, depending on the capabilities of the facility.

Computer Assisted Procedure

1. The provider will complete the form DC-490 Medical Notification slip.
2. Nursing will enter the data with an expiration date onto the HS51 screen.
3. The DC-490 form will be placed in the inmate's medical record.

Manual Procedure

1. The provider will complete the form DC-490 Medical Notification slip.
2. Nursing will make copies of the form and distribute as follows:
 - a. original form to custody
 - b. a copy to the inmate if the facility's standard operational procedure does not prohibit it, and
 - c. a copy filed in the medical record.
3. Nursing will enter the data with an expiration date onto the OPUS HS51 Screen.

Chronic health problems precluding work assignments for more than 30 days, must have a PULHEAT and acuity evaluation to reflect the inmate's current status.



11/28/08

Paula Smith, M.D., Director of Health Services

Date

SOR: Director of Nursing