

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-11

PAGE 1 of 2

SUBJECT: Medical Alert Labels

EFFECTIVE DATE: April 2000

SUPERCEDES DATE: June 1996

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## PURPOSE

To provide instruction on labeling the medical records for allergies and medical priorities.

## POLICY

The medical record of all inmates with allergies and medical priorities will be properly labeled.

## PROCEDURE

### I. MEDICAL PRIORITY LABELS (DC-240)

- A. The Outpatient Medical Record of an inmate identified as having long term chronic health problems, potentially serious conditions, or critical health problems requiring follow-up care, shall be marked with a Medical Priority Label.
- B. NO reference to communicable disease, infectious disease, or mental health problems will be addressed on the medical priority label.
- C. Medical Priority Label - 2 inches by 3 inches (2" x 3"), light blue with black lettering.
  1. The medical priority label shall serve to expedite referral to medical personnel.
  2. The medical priority label shall be placed in the lower left corner of the Outpatient Medical Record when need for the label has been established. A brief description of the medical condition shall be placed on the label (diabetic, seizure disorder, respiratory problems).
  3. Examples of potentially serious conditions:
    - a. Liver Disease
    - b. Kidney Disease
    - c. Inflammatory Process
    - d. Orthopedic Problems
    - e. Cardiac Conditions
    - f. Diabetes
    - g. Hypertension
  4. Examples of acute problems requiring follow-up include:
    - a. Sutures
    - b. Recent Injury
  5. In the absence of medical staff, a correctional officer is responsible for performing a receiving screening and review of "Medical Priority" inmates. In the event of medical complaints or observed distress involving these inmates, the facility nurse should be contacted, or the inmate shall be referred to qualified health care personnel.

### II. ALLERGY LABELS (DC-242)

- A. Identification of allergies is an integral part of Medical History. Documentation of allergies shall occur during initial admission, at any time during the incarceration as the inmate patient remembers them, or as they develop.

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### B. Allergy Labels - One inch by four inches (1" x 4") Day Glow Colors

1. The allergy label shall alert all health care providers of the inmate patient's known allergy status.
2. The allergy label shall be placed on the front cover of all Outpatient Medical Records - in the space between the notations, "Division of Prisons" and "Outpatient Health".
3. Known allergies to medications, drugs, foods, specific products, (i.e., wool, adhesive tape, etc) and specific allergens (i.e. mold, mildew, pollen, etc.) will be noted in the appropriate space on the label. (Medication and drug allergies shall also be noted on the Medication Administration Record.) NKA will denote there are no known allergies to food, drugs, or specific allergens. Allergies are also to be noted on the Problem List (DC-439).



4/30/00

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Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Record Director