

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Record

POLICY # AD VI-16

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SUBJECT: Recording Data in OPUS

EFFECTIVE DATE: March 2011

SUPERCEDES DATE: March 2004

PURPOSE

To define guidelines for recording health information in OPUS to ensure retrieval of health care data can be accomplished for continuity of care, statistical reports, and management of inmate health care.

POLICY

In addition to maintaining the written health record, certain health information shall be entered into OPUS, the computer database system for the Department of Correction. This data includes health service encounters, actions, restrictions, and other items as listed on the encounter forms. Requests for health care requiring Utilization Review will also be accomplished through OPUS. All outside health appointments, and when practical, inside appointments will be scheduled in OPUS. Admissions to DOP inpatient facilities will be recorded in OPUS. Additionally, the discharge diagnosis will be recorded at the time the patient is discharged from an inpatient stay.

PROCEDURE

1. All health services encounters will be recorded in OPUS on the appropriate encounter screens. Encounters include significant face to face meetings with an inmate, significant case/record reviews for continuity of care that require a status change in OPUS, or completion of detailed reports/requests that result in a specific change to an inmate's health care needs, problems, concerns or death.
2. Actions related to encounters will be recorded at the same time as the data entry of the encounter. Actions vary for each health discipline and are included on the encounter forms.
3. Encounter forms will be used where appropriate and do not require storage after data entry is complete.
4. All inpatient admissions to DOP facilities will be recorded on the appropriate admissions screens in OPUS at the time of admission. Discharge diagnoses will be recorded when patients are discharged from inpatient status with the primary diagnosis listed first.
5. The other medical screens in OPUS, such as medical history, health problem list, and medical lab test will be completed as directed by Health Services. An example is the TB screening that is performed annually on all inmates and is recorded on the MS11 screen.
6. Requests for specialty medical services will be accomplished through the UR request screens in OPUS and when approved, purchased care data will be entered at the time of service on the purchased care screen.



3/31/11

Paula Y. Smith, MD, Director of Health Services

Date

SOR: OPUS Coordinator