

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-4

PAGE 1 of 1

SUBJECT: Combining Records, Adding Volumes, Record
Arrangement and Movement

EFFECTIVE DATE: August 2009
SUPERCEDES DATE: April 2000

PURPOSE

To provide guidelines on when and how to combine Outpatient medical records, add volumes to the inmate's medical record, and the movement of the medical record.

POLICY

When there are multiple medical records from previous incarcerations, the records are to be combined. When the Outpatient medical record becomes too voluminous, an additional volume will be started.

PROCEDURE

I. Combining Records

- A. Outpatient health records from previous incarcerations are to be combined with the medical records of the current admission.
- B. It is the responsibility of the facility housing the inmate to combine the records.
- C. If there is room in the last volume, do not remove the tabs and format sheets from previous admission. Place the new admission forms, tabs, and format sheets on top of the previous admission format sheets.
- D. When two volumes are combined, write the word "Combined" on the outside of the volume.
- E. If there is not room in the last volume, start a new volume with tabs and format sheets.

II. Adding Volumes

- A. The most current volume shall contain all pertinent information necessary to maintain continuity of patient care.
- B. Original and additional volumes will be numbered using in a bold, black marker in the upper right corner to indicate the existence of more than one volume. Multiple volumes are sequentially and numerically numbered.

III. Movement of Records

- A. ALL Outpatient volumes of an inmates' Outpatient Medical Record should be banded together and moved simultaneously.
- B. Within two weeks of the inmate's release from the correctional system, all volumes of the Outpatient Medical Records are to be forwarded to Division of Prisons Health Services, Medical Records Department.



8/13/09

Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Record Director