

**HEALTH SERVICES POLICY & PROCEDURE MANUAL**

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Administrative - Medical Records

POLICY # AD VI-5

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SUBJECT: Mental Health Records/Tracking System

EFFECTIVE DATE: January 2006

SUPERCEDES DATE: March 2002

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**POLICY**

All inmate mental health records will be maintained under secure conditions, separate from confinement records, with access controlled by the health authority and facility administration. This record includes a combination of electronic and hard copy data. Inmate mental health records should not be removed from Division of Prison property for any reason other than treatment, unless by subpoena or court order. Under no circumstances may inmates be used to file, retrieve or in any way handle mental health records.

**MENTAL HEALTH PATIENT TRACKING SYSTEM**

The Offender Population Unified System (OPUS) is the current computer-based tracking system used throughout the Department of Correction. OPUS allows for tracking inmate movement, staff and facility information, inmate appointments, services received, and many other processes important for correctional management of inmates. OPUS provides staff with the ability to track inmate Mental Health encounters, while maintaining a current appointment roster. Appointment rosters facilitate continuity of care and ensure the mental health care needs of the inmate are addressed at his/her current facility assignment. The Mental Health Program Director in each Region, Institution, or Center ensures the accuracy of mental health encounter entries and ensures needed services are provided to inmates. Every treatment encounter between an inmate and a mental health staff member will be recorded in OPUS, therefore maintaining the procedures established by the Division of Prisons. Every effort shall be made to closely monitor and track inmate movement and to completely and accurately report mental health treatment encounters.



1/11/06

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

Date

SOR: Medical Record Director