

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-6

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SUBJECT: Photographs and Videotapes

EFFECTIVE DATE: May 2008

SUPERCEDES DATE: April 2000

PURPOSE

To provide guidelines for diagnostic and therapeutic photographs and video tapes.

POLICY

1. Photographs, audiotapes, and videotapes of the inmate patient which are made in the course of diagnostic or therapeutic processes, are private and confidential.
2. No consent is required if the images are being made as an integral part of the inmate patient's medical record.
3. The inmates' identity may NOT be revealed if the images are used in later case studies.
4. Audio and video recordings are to be considered part of the medical record and shall be retained according to established retention schedules. Notation should be made in the medical record of the inmate patient indicating the existence of audio or video recordings, including the availability and location of the recordings.
5. Photographs related to medical treatment shall be filed in an envelope inside of the Outpatient Health Record - marked "Photographs". Each photograph shall include the name of inmates number and date photograph was taken.
6. Videos are sent to Health Services Medical Records for storage when no longer needed or at the time of the inmate's release from prison.



5/30/08

Paula Smith MD, Director of Health Services

Date

SOR: Medical Record Director