

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-7

PAGE 1 of 2

SUBJECT: Transfer of Medical Records and Forms

EFFECTIVE DATE: May 2010

SUPERCEDES DATE: May 2005

PURPOSE

To provide guidelines for the transfer of medical records and forms.

POLICY

The Outpatient Medical Record, including the Dental Record, shall be banded together and move simultaneously with the inmate upon every transfer from one correctional facility to another. Copies of predetermined medical record forms with be transferred to the appropriate medical record at specified times.

PROCEDURE

A. Referral and Discharge

1. A complete Consultation/Referral Form (DC-767) will be used to refer all patients for consultation.
2. A complete Notice of Referral to a Mental Health Unit (DC-133R) will be used to refer patients for mental health evaluation.
3. Referral forms will be placed inside of the Outpatient Medical Record at the time of referral.
4. Copies of predetermined medical record forms/information will be transferred to the appropriate medical record at specified times. Refer to the Health Services Medical Records Manual, Section V, heading C, Transferring Health Information Copies and Records.

B. Transfer for Outpatient/Emergency Services

Division of Prisons personnel are to observe the following procedures when transporting inmates to community providers:

1. The officer in charge (“OIC”) and/or nurse supervisor/designee shall obtain the Outpatient Medical Record. The Outpatient Medical Record will accompany the inmate patient upon transport to the local emergency room/clinic.
2. The correctional officer transporting the inmate patient is responsible for requesting that a copy of the emergency room/clinic record be released to his custody per G.S. 131 E-98 Part F, Confidential Information. The correctional officer transporting the inmate is responsible for signing the Inmate Medical Transportation form (DC-708), and returning the completed form to the appropriate facility staff upon return from the community provider.
3. When an inmate is taken to a community emergency room and subsequently admitted to the hospital, it is the responsibility of the transporting officer to return the Outpatient Medical Record to the correctional facility. The Outpatient Medical Record SHALL NOT be left at a community health facility.
4. When the care of an inmate is transferred to community providers, information concerning the care rendered by the community provider shall be obtained and filed appropriately in the medical record.

HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-7

PAGE 2 of 2

SUBJECT: Transfer of Medical Records and Forms

EFFECTIVE DATE: May 2010

SUPERCEDES DATE: May 2005

C. Inmate Transfer to Court/Jail

1. The outpatient medical record IS NOT transported to court or to jail with the inmate.
2. Copies of medical information are not provided to the court or to the jail without a court order or the written consent of the inmate involved.
3. When supervision of the inmate is transferred from Department of Correction staff to outside agency supervision (i.e. federal, state, or local law enforcement agencies, court or jail) the outpatient medical record remains the property of the Department of Correction.
4. Patient authorization or a court order is required of all law enforcement officers (this includes FBI, SBI, and local officials) for release of confidential medical information.
5. Within two weeks of the inmate's release from the correctional system, all volumes of the Outpatient and Inpatient Medical Record are to be forwarded to Division of Prisons Health Services Medical Records Department.



5/5/10

Paula Smith MD, Director of Health Services

Date

SOR: Medical Record Director