

# HEALTH SERVICES POLICY & PROCEDURE MANUAL

North Carolina Department Of Correction  
Division Of Prisons

SECTION: Administrative – Medical Records

POLICY # AD VI-9

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SUBJECT: Retrieval of Parole/Release Records

EFFECTIVE DATE: April 2011

SUPERCEDES DATE: April 2005

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## PURPOSE

To define the process of obtaining medical records of those inmates who have had prior incarcerations.

## POLICY

The Medical Records Department of Health Services is responsible for all outpatient records processed and archived and for the inpatient records processed and archive for the years 2000 and forward. The Director of Prison hospital are responsible for inpatient records processed and archived for the years 1999 and back.

The Medical Records Department of Health Services will regularly retrieve inactive outpatient records for those inmates having prior incarcerations within the PAST FIVE YEARS. Inactive outpatient records archived five years or longer must be requested by the correctional facility.

The Medical Records Department of Health Services will retrieve inactive inpatient records for those inmates having prior incarcerations within the PAST FIVE YEARS upon request for the years 2000 and forward. The Director of Prison hospital are responsible for retrieving inactive inpatient records processed and archived for the years 1999 and back.

## PROCEDURE

1. Records from previous incarcerations will be forwarded to the inmate's current location.
2. The receiving facility will combine the current record with the medical record from the previous incarceration.
3. If the inmate has been transferred to another facility, it is the responsibility of the facility receiving the medical record to forward it to the inmate's new location.
4. It is the responsibility of the receiving facility to notify the Medical Record Department of Health Services of any previous record not received in a timely manner.
5. All outpatient records, including dental records, are maintained at the facility for two (2) weeks before being sent to the Medical Records Department of Health Services. Inpatient records are sent to the Medical Records Department of Health Services according to the Medical Records Manual.
6. In the event an inmate is released and re-incarcerated within a short period of time and the correctional facility has not received the released records, the Medical Records Department of Health Services will contact the correctional facility from which the inmate was released and provide instructions as to where to send the record.



4/30/11

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Paula Y. Smith, MD, Director of Health Services

Date

SOR: Medical Record Director