

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
ADMINISTRATIVE (AD)				
I. Organization				
AD I-1	Health Services Mission, Vision, Goals and Objectives	DIR. HS	2/12	2/12
AD I-2	Health Care Treatment Philosophy	DIR. HS	2/12	2/12
AD I-3	Overall Responsibilities	DIR. HS	7/10	10/08
AD I-4	Facility Procedures	DIR. HS	8/10	8/10
AD I-5	Definitions of Medical Mission	DIR NURSING	1/12	4/08
AD I-6	Nursing Procedure Manual	DIR NURSING	1/12	6/07
II. Performance Improvement and Risk Management				
AD II-1	Performance Improvement Plan	STD.DIR	4/10	7/07
AD II-2	Health Services Peer Review	STD.DIR	4/10	9/08
AD II-3	Medical Statistics and Reports	STD.DIR	4/10	10/07
AD II-4	Inmate Injuries (workman's comp)	STD.DIR	4/10	5/02
AD II-5	Medication Variances/Incidents Reports	STD.DIR	4/10	4/09
AD II-6	Medical Incidents & Adverse Events	STD.DIR	5/10	5/10
AD II-7	Internal Medical Review	DIR. HS	4/10	4/09
AD II-8	Forensic Investigations (Body Cavity Searches)	DIR. HS	4/10	4/09
AD II-9	Nursing Quality Control Monitoring	DIR NURSING	1/12	4/11
AD II-10	Health Services Comprehensive Audits	STD DIR	4/10	10/07
AD II-11	Instruments, sharps, key Control	Risk Manager	4/10	3/09
III. Managed Care				
AD III-1	Inmate Co-Pay	Chief of HS	5/11	5/11
AD III-2	Processing Disability Claims	DIR. HS	5/10	5/02
AD III-3	Utilization Review Plan	DEP. MDIR	6/11	6/11
AD III-4	Cosmetic Surgery	DEP. MDIR	11/10	5/02
AD III-5	Medical Claims Receipts	DIR NURSING	1/12	10/07
AD III-6	Pended UR Requests	DIR NURSING	1/12	6/06
AD III-7	Utilization Review Policies	DEP MDIR, UR SECTION	4/10	12/10
IV. Patient's Rights				
AD IV-1	Informed Consent	DIR. MR	2/10	2/08
AD IV-2	Involuntary Commitment	DIR. MH	4/10	9/07
AD IV-3	Confidentiality	DIR MR	4/10	4/10
AD IV-4	Medical Research	STD.DIR	4/10	5/02
AD IV-5	Inmates Right to Refuse Medical Treatment	STD.DIR	5/10	5/10
AD IV-6	Access to Foreign Language Translation	S W, Dir Nursing	1/12	1/12
V. Death and Dying				
AD V-1	Right to a Natural Death	DEP. MDIR & LEGAL COUNSEL	1/12	2/02
AD V-2	Procedures in Case of Death of an Inmate	STD.DIR	6/12	6/12
AD V-3	Organ Donations	DEP. MDIR	1/10	1/09
AD V-4	Transporting Bodies	INF. CLT.COOR	5/10	5/10
AD V-5	Revocation of DNR orders	MED. DIR	4/10	4/09
AD V-6	Right to Health Care Decisions	STD.DIR	5/11	5/11
AD V-7	Recognition of DNR Status	Dir HS	N/A	1/12
VI. Medical Records				
AD VI-1	Purpose and Composition of Medical Record	DIR MR	5/10	5/08
AD VI-2	Medical Record Committee	DIR MR	6/10	4/00

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
AD VI-3	Release of Confidential Information	DIR MR	5/10	5/09
AD VI-4	Combining Records & Creating Additional Volumes	DIR MR	8/10	8/09
AD VI-5	Mental Health Records/Tracking System	DIR MR	6/10	1/06
AD VI-6	Photographs and Videotapes	DIR MR	5/10	5/08
AD VI-7	Transfer of Medical Records	DIR MR	5/10	5/10
AD VI-8	Record Retention	DIR MR	8/10	8/10
AD VI-9	Retrieval of Parole/Release Records	DIR MR	4/11	4/11
AD VI-10	Coding and Indexing	DIR MR	8/10	8/09
AD VI-11	Medical Alert Labels	DIR MR	4/10	4/00
AD VI-12	Basic Medical Record Documentation	RISK MGR	4/11	411
AD VI-13	Forms Management	DIR MR	5/10	5/08
AD VI-14	Problem List	DEP MDIR , DENT DIR , DIR MH	1/12	9/07
AD VI-15	Dialysis Records	DIR MR	5/10	5/08
AD VI-16	Recording Data in OPUS	OPUS COORD	3/11	3/11
VII. Facilities				
AD VII-1	Facilities, Equipment, Supplies	NRS MGR, ADON DIR DON, DIR PHAR	1/12	4/11
AD VII-2	First Aid Kits	DIR. HS	7/10	9/05
AD VII-3	Sterilization and Disinfection	INF CTRL COOR	5/10	5/02
AD VII-4	Sanitation of Medical Areas & Equipment	INF CTRL COOR	11/10	11/08
AD VII-5	Emergency Medical Response Plans	CHIEF OF HS, RISK MGR	6/12	6/12
VIII. Reporting				
AD VIII-1	Communicable Disease	INF CTRL COOR	1/12	2/12
AD VIII-2	Notification of Serious Illness, Injury or Death of Hospitalized Patient	STD.DIR	8/10	3/04
AD VIII-3	Duty to Warn	DIR MH	7/11	7/11
AD VIII-4	Sexual Assaults Of Inmates	Refer to CP 18	Policy	Deleted
AD VIII-5	Reporting Positive Drug Finding During Dx. Work-up	STD.DIR	8/10	3/02
AD VIII-6	Medical Notification to Excuse from Work	DON	1/12	11/08
PERSONNEL (P)				
P-1	Nursing Staffing Standards	DON	1/12	1/12
P-2	Professional Licensure and Credentials Verification	DIR. DENTAL MR, PHAR, MH, DEP MDIR	4/11	4/11
P-3	Continuing Education	DISCIPLINE HDS	5/10	5/08
P-4	Use of Physician Extenders	DEP. MDIR	8/10	8/09
P-5	Use of Inmates in Health Care	DON	1/12	10/07
P-6	Nursing: Verification of Valid Licenses	DON	1/12	4/11
P-7	Medication Technicians	DON	1/12	5/10
P-8	Nursing Coverage	DON	1/12	3/10
P-9	Nursing Orientation, Mandatory Training	DON	1/12	5/10
P-10	Requesting Flexible & Alternate Work Schedules	DON	1/12	1/12
P-11	Social Work Staffing	DIR MH	7/11	7/11
II. Employee Health				
P II-1	Employee Vaccinations and TB Screening	INF CTRL COOR	4/11	4/11
P II-2	Injuries to Staff	STD.DIR.	7/11	7/11

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
P II-3	Treatment of Injured or Sick Staff	DIR. HS	7/10	6/07
P II-4	HC Worker's Infected with HIV and/or HBV	INF CTRL COOR	4/11	10/07
P II-5	BBP Exposure to DOP Employees	INF CTRL COOR	7/11	7/11
P II-6	BBP Exposure to Employees of other Agencies	INF CTRL COOR	7/11	7/11
ASSESSMENT OF PATIENT (A)				
A-1	Receiving Screening	DEP. MDIR	1/10	1/08
A-2	Inmate Physical Exam & PULHEAT	DEP. MDIR	12/11	12/11
A-3	Lab Services	DEP. MDIR	1/12	5/02
A-4	Radiology Services	DIR. HS	7/10	5/02
A-5	Inmates Housed in Segregation	CHIEF OF HS	4/12	4/12
A-6	Disciplinary Actions for Mental Health Patients	DIR. MH	6/10	12/08
A-7	Court Ordered STD Testing	INF CTRL COOR	1/12	2/12
A-8	Paternity Testing	STD.DIR.	8/10	11/04
A-9	Patient Acuity Rating System	DON	1/12	10/08
A-10	Falls Screening/Alert	STD.DIR	4/10	8/04
A-11	Vision Screening	DEP. MDIR	1/12	6/07
A-12	Intersystem and Intrasystem Mental Health Services Screening, Appraisal and Evaluation	DIR MH	4/12	4/12
PLANNING PATIENT CARE (PL)				
PL-1	Procedures for Chronic Disease	DEP. MDIR	1/12	10/07
PL-2	Initial Nursing Care Plan for Mental Health	DIR MH	1/12	3/02
PATIENT EDUCATION (PE)				
PE-1	Health Orientation	DON, ADON	1/12	1/12
PE-2	Inmate Health Education/Health Promotion	DON	1/12	10/07
PE-3	Orientation & Education of Therapeutic Diets	DON	1/12	10/07
PE-4	Medication Education and Counseling	DIR.PHAR, DON	4/12	4/12
CARE AND TREATMENT OF PATIENT (TX)				
I. Access to Services				
TX I-1	Sick Call	DON	7/12	7/12
TX I-2	Specialty Medical Clinics	DEP. MDIR	1/12	5/02
TX I-3	Mental Health Outpatient Clinics	DIR. MH	6/11	6/11
TX I-4	Medical Treatment Services Outside DOP	DEP. MDIR	7/12	7/12
TX I-5	Mental Health Services Outside DOP	MH		Policy Deleted
TX I-6	Mental Health Day Treatment	DIR MH	11/10	12/08
TX I-7	CPR	DEP. MDIR	5/10	5/10
TX I-8	Telephone Triage	DON	1/12	9/07
TX I-9	Detoxification and Drug Withdrawal	DEP. MDIR	1/12	1/12
TX I-10	Oxygen	DON	1/12	6/04
TX I-11	Mass Casualties	DON	1/12	7/07
TX I-12	Mental Health Outpatient Services - Telepsychiatry Clinics	DIR. MH		4/12
II. Medication Administration				
TX II-1	Drug Formulary	DIR PHAR	4/12	4/12
TX II-2	Inmates Initially Received into the System with their medication	DIR PHAR	1/12	1/12
TX II-3	Valid Orders and Treatment Protocols	DIR PHAR DEPMDIR	1/12	1/12
TX II-4	Medication Procurement and Returns	DIR. PHAR	4/12	4/12
TX II-5	Starter Dose Program	DIR. PHAR	4/12	4/12

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
TX II-6	Inmates Transferred on Medications	DON, DIR, PHAR,	1/12	9/05
TX II-7	Methods of Medication Administration	DON	1/12	2/12
TX II-8	Involuntary Administration of Psychotropic Medications	DIR MH	6/12	6/12
TX II-9	Medication Duration for Outpatient Services	DIR, PHAR	5/11	5/11
TX II-10	Documentation of Medication Administration	DIR, PHAR	2/12	2/12
TX II-11	Psychotropic Medication Review	DIR MH	04/12	04/12
TX II-12	Controlled Substances	DIR, PHAR	4/12	4/12
TX II-13	Non-Prescription Medication in Canteen	DIR, PHAR	10/10	6/04
TX II-14	Drug Storage	DIR, PHAR	6/11	6/11
TX II-15	Drug Recall	DIR, PHAR	3/10	3/10
TX II-16	Inmate Release with Medications	DIR, PHAR	4/11	4/11
TX II-17	Pharmacy and Therapeutics Committee	DIR, PHAR	1/12	1/12
TX II-18	Inmate Medication Refill Request System	DIR, PHAR	4/12	4/12
TX II-19	PRN (as Needed) Medication, Administration of	DIR, PHAR	4/10	6/07
TX II-20	Transcription of Orders	DIR NURSING	1/12	6/11
TX II-21	Procuring Medications for Inmate workman's Comp Cases	DIR NURSING	1/12	10/07
TX II-22	Mental Health Preferred Drug List	DIR MH	N/A	11/10
III. Restrictive Procedures				
TX III-1	Therapeutic Seclusion	DIR, MH	7/10	9/07
TX III-2	Therapeutic Restraint	DIR, MH	7/10	10/08
TX III-3	Use of Restraints for Medical Purposes	DEP.MDIR, DON	10/10	10/07
TX III-4	Use of Single Cell	DIR.MH	7/10	10/08
TX III-5	Assessment & Care of Patient on Special Management Meals	STD DIR	10/10	10/08
TX III-6	Assessment & Care of Patient on Finger Food Diet	STD DIR	10/10	10/08
TX III-7	Self Injurious Behavior	DR.MH	06/12	06/12
TX III-8	Medical Care With Use of Force and/or Incidents Involving Trauma to an Inmate	STD DIR	10/12	10/12
IV. Infection Control				
TX IV-1	Standard Precautions	INF CTRL COM	1/12	10/08
TX IV-2	Immunizations	INF CTRL COM	5/11	5/11
TX IV-3	Inmate Exposure to BBP	INF CTRL COM	1/12	9/10
TX IV-4	Tuberculosis Control Plan	DEP. MDIR, INF CTRL NRS	3/11	3/11
TX IV-5	Management of HIV Infection/Acquired Immune	INF CTRL COM	1/12	9/10
V. Dental Services				
TX V-1	Dental Responsibilities	DENTAL COM	2/12	3/12
TX V-2	Asepsis Dental Procedures	DENTAL COM	2/12	3/12
TX V-3	Dental Exams and Assessments	DENTAL COM	2/12	3/12
TX V-4	Access to Dental Care and Dental Priorities	DENTAL COM	2/12	3/12
TX V-5	Preventive Dentistry	DENTAL COM	2/12	3/12
TX V-6	Types of Dental Treatments Provided	DENTAL COM	2/12	3/12
TX V-7	Peridontal Treatment	DENTAL COM	2/12	3/12
TX V-8	Orthodontics	DENTAL COM	6/12	6/12
TX V-9	Dental Records and Reports	DENTAL COM	2/12	3/12
TX V-10	Dental Hygiene Under Direction	DENTAL COM	2/12	3/12
TX V-11	Dental Holds	DENTAL COM	2/12	3/12

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
VI. Activities of Daily Living				
TX VI-1	Inmate Personal Hygiene	INF CTRL COOR	1/12	2/02
TX VI-2	Therapeutic Diets & Supplemental Nourishment	DIR. FOOD SER	8/10	8/09
TX VI-3	Management of Inmates Refusing to Eat	CHIEF HS	10/12	10/12
TX VI-4	Grinding of Toe Nails & Calluses	DEP. MDIR	11/10	2/02
VII. Disabilities				
TX VII-1	Developmental Disabilities	SOCIAL WORK	8/10	8/07
TX VII-2	Physical Disabilities	SOCIAL WORK	8/10	8/09
TX VII-3	Medical Prosthesis and Appliances including Footwear	DEP. MDIR	10/12	10/12
CONTINUITY OF PATIENT CARE (CC)				
CC-1	Continuity of Care	SOCIAL WORK	4/12	4/12
CC-2	Hospitalization & In-patient Medical Services	DEP. MDIR, UR,	4/11	4/11
CC-3	Transfers, Appropriate Medical Placements & Medical Hold	DON, DEP. MDIR DIR POP MGMT	5/11	10/07
CC-4	Pregnant Inmates	DEP. MDIR	4/10	3/02
CC-5	Aged and Infirm Inmates	DIR. HS	7/10	5/02
CC-6	Mental Health Services – Case Finding & Patient Flow	DIR MH	8/10	10/08
CC-7	Transfer Procedures for Referral to Mental Health	DIR MH	8/10	10/08
CC-8	Aftercare for Planning for Inmates HS	SOCIAL WORK, INF CTRL COOR, DON DIR CASE MGE	1/12	11/07
CC-9	Social History	SOCIAL WORK	5/10	5/03
CC-11	Extending the Limits of Confinement	DEP. MDIR	4/10	9/07
CC-12	Medical Release	Chief of HS	7/10	12/08
CC-13	Inmate , Family Correspondence and Calls	Chief of HS	N/A	1/10
CC-14	Medicaid Application Process	SOCIAL WORK		12/12
CLINICAL PRACTICE GUIDELINES (CP)				
CP-1	Osteoarthritis, Lower extremity	DEP. MDIR	1/12	1/12
CP-2	Hepatitis	DEP. MDIR	1/12	10/07
CP-3	Sexually Transmitted Diseases	INF CTRL NRS	1/12	10/07
CP-4	TB Infection/TB Disease	INF CTRL NRS	4/11	4/11
CP-5	Transplants	DEP. MDIR	1/12	6/04
CP-6	Skin Lesions	DEP. MDIR	1/12	6/07
CP-7	Hepatitis C	DEP MDIR	1/12	9/09
CP-8	Palliative Care	DEP MDIR	1/12	9/09
CP-9	Coronary Artery Disease	DEP MDIR	NA	4/11
CP-10	Seizures/Epilepsy	DEP MDIR	N/A	1/10
CP-11	Chronic Pain	DEP MDIR	N/A	9/10
CP-12	Methadone Administration	DEP MDIR	N/A	9/10
CP-13	Back Pain	DEP MDIR	N/A	8/10
CP-14	Oral Anticoagulation	DEP. MDIR	1/12	1/12
CP-15	Headaches	DEP MDIR	8/10	8/10
CP-16	Dyspepsia	DEP. MDIR	1/12	7/06
CP-18	Sexual Abuse	INF CTRL	2/12	2/12
CP-19	Ganglion Cysts	DEP. MDIR	1/12	7/06
CP-20	Soft Tissue Infection/MRSA	DEP. MDIR	1/12	6/06
CP-21	Carpal Tunnel Syndrome	DEP. MDIR	1/12	7/06
CP-22	Onychomycoses	DEP. MDIR	1/12	4/07
CP-23	Plantar Fascitis	DEP. MDIR	1/12	4/07

TABLE OF CONTENTS

		SOR	Review Date	Revised Date
CP-24	Dental Care and Patients on Bisphosphonate Therapy	Dental Director	2/12	9/08
CP-25	Dental Care and Patients Receiving Head and Neck Cancer Treatment	Dental Director	2/12	9/08
CP-26	Dental Care and HIV/AIDS Patients	Dental Director	2/12	9/08
CP-27	Dental Care and Patients with Advanced Liver disease (ALD)	Dental Director	2/12	9/08
CP-28	Dental Care and Patients on Oral Anticoagulants	Dental Director	2/12	9/08
CP-29	Maxillo Facial Trauma	Dental Director	2/12	2/12
CP-30	Thyroid Disease	DEP MDIR	NA	6/11
CP-31	Hypertension	DEP MDIR	NA	4/11
CP-32	Management of Acute Dental Pain	Dental Director	N/A	7/11
CP-33	Management of Dental Hypersensitivity	Dental Director	N/A	8/11
CP-34	Insulin therapy in Type II DM	DEP MDIR	N/A	5/12
CP-35	Diabetes	DEP MDIR	N/A	5/12
CP-36	Preventive Care	DEP MDIR	N/A	9/12
CP-37	Recommended Antibiotics for Dental Infections	Dental Director	N/A	9/12
CP-38	Antibiotic Prophylaxis for Invasive Dental Procedures	Dental Director	N/A	9/12
CHRONIC DISEASE GUIDELINES (CD)				
CD-1	Chronic Disease Guidelines, Management of HIV	DEP. MDIR	9/10	9/10
CD-3	Diabetes	DEP. MDIR CG COM	1/12	6/07
CD-5	Pulmonary Disease	DEP. MDIR	1/12	10/07
CD-6	Seizures	DEP MDIR	1/10	1/09
CD-7	Chronic Diseases	DEP. MDIR	1/12	6/04
CD-8	Cardiovascular	DEP MDIR	NA	4/11