



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.36	Subject: <b>HEALTH RECORDS TRANSFER</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 5: Health Care	Effective Date: Oct. 29, 1999
Signature: /s/ Mike Ferriter, Director	Revised: 04/18/06; 10/27/09

## **I. POLICY**

The Department of Corrections facility health care unit will share relevant medical information with other correctional health care providers to ensure continuity of offender health care.

## **II. APPLICABILITY**

The secure care facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

## **III. DEFINITIONS**

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Health Care Record – Documentation by health care staff of preventative and clinical offender health care services.

Health Care Staff – Includes licensed health care providers and non-licensed health care staff (e.g., medical records staff, health care aides) responsible for offender health care administration and treatment.

Relevant Medical Information – Offender medical history and physical findings, allergies, current medications, laboratory and radiological test results.

## **IV. DEPARTMENT DIRECTIVES**

### **A. Records Transfer**

1. When an offender transfers to another facility, health care providers will:
  - a. complete a medical transfer form to include the following information:
    - a problem list
    - disabilities and special needs
    - allergies
    - chronic illness documentation
    - current medications
    - current treatments
    - mental health issues
    - TB screening results and date of last test

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- b. submit the medical transfer form to the department in charge of the transfer for inclusion in the transfer packet.
2. When the offender transfers to another facility, health care staff will:
  - a. maintain the offender health record in accordance with guidelines developed by the health policy team and Department medical director; and
  - b. forward the offender medical records with the transferring offender.
3. When required to provide continuity of care, health care staff may forward copies of the medical record to any treating physician, hospital, or health agency upon written authorization of the offender pursuant to *DOC 4.5.38, Offender Health Record Access, Release, and Retention*.

**B. Transfer Without Medical Unit Notification**

1. Should the offender transfer occur before the medical unit is notified, the health care staff will forward the medical transfer form and other relevant medical information to the receiving facility as soon as they are notified of the transfer.
2. If a delay in forwarding the offender medical record or transfer form may adversely affect offender health, a health care provider will telephone health care providers at the receiving facility to convey any critical medical information.
3. The health care provider will document the time of the call and name of the person contacted at the receiving facility in the offender health record.
4. Health care providers will maintain the confidentiality of the offender health record at all times.
5. When required to provide continuity of care, copies of the medical record may be forwarded to any treating physician, hospital or health agency upon written authorization of the offender pursuant to *DOC 4.5.38, Offender Health Record Access, Release, and Retention*.

**V. CLOSING**

Questions concerning this policy should be directed to the health services bureau chief.

**VI. REFERENCES**

- A. *National Commission on Correctional Health Care Standards, 2008*
- B. *ACA Standards for Juvenile Correctional Facilities, 2003*
- C. *DOC Policy 4.5.38, Offender Health Record Access, Release, and Retention*

**VII. ATTACHMENTS**

None.