



**MONTANA STATE PRISON  
HEALTH SERVICES OPERATIONAL PROCEDURE**

Procedure No.: MSP HS D-02.0	Subject: <b>DISCHARGE MEDICATIONS</b>
Reference: NCCHC Standard P-D-02, 2018	Page 1 of 2 no attachments
Effective Date: November 1, 2010	Revised: October 1, 2020
Signature / Title: /s/ Cindy Hiner / Medical Bureau Chief	
Signature / Title: /s/ Paul Rees M.D. / Medical Director	

**I. PURPOSE**

To provide discharge medications and medical supplies for continuity of care through proper coordination with Diamond pharmacy and the designated Discharge Planner. Coordination of care may be worked out with a receiving facility or community resource.

**II. DEFINITIONS** none

**III. PROCEDURES**

**A. General requirements**

1. Inmates may receive up to a 60-day supply of current/active medication and medical/supplies as needed for continuity of care at the time of their discharge or transfer.
  - a. When IPPO or Contract Placement Bureau office staff sends notification of discharge to the med room staff that an inmate will be leaving Montana State Prison, med room staff will request discharge medications from Diamond Pharmacy.
  - b. Once the discharge medications are received by the med room staff, they will securely package and date them. These will be provided to the inmate upon his departure.
2. When an inmate transfers, the secured medications will be provided to the Transportation Department by the med room staff, to deliver with the inmate to the transfer location.
  - a. In the event an inmate is transferred without notice, the med room staff will immediately fax a copy of the inmate's Medication Administration Record to the receiving facility. The medication will then be mailed to the inmate by med room staff at the address provided. Inmate addresses can be found on the transfer paperwork received from the IPPO or Contract Placement Office.
  - b. All medications will be provided in a child proof container.
3. Upon inmate discharge:
  - a. Medication are packaged, secured and provided to the Transportation Department to transfer to the inmate on the day of his discharge from the facility. Command Post will be utilized for this on weekends and holidays.
  - b. All medications will be provided in a child proof container.
  - c. If an inmate is released without essential prescribed medication, the medication will be mailed to the inmate at the address given to the pharmacy. Inmate addresses can be found on the discharge paperwork from the MSP IPPO office.
4. Injectable medications will be reviewed by the prescribing practitioner and coordinated with the Medical Case Manager to determine the appropriate discharge supply and when necessary, coordinate with outside referral sources administration needs.

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5. The designated Correctional Health Service Technician (CHST) will be responsible for providing essential supplies (i.e.; diabetic syringes, blood sugar testing material and other supplies) as ordered by a provider.
6. Documentation of discharge medications and supplies will happen through the Medical Discharge Services Confirmation form. *(See HS E-10.0)*

#### **IV. CLOSING**

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

#### **V. ATTACHMENTS**