



**DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS FACILITIES AND PROGRAMS BUREAU
FACILITY OPERATIONAL REQUIREMENT**

Requirement:	PFB 6.2.475 EMERGENCY MEDICAL SERVICES
Effective Date:	08/01/2023 Page 1 of 3
Revision Date(s):	
Reference(s):	PFB 6.2.403; DOC 4.5.20; 53-1-203, MCA
Signature / Title:	/s/ Megan Coy, Community Corrections Facilities and Programs Bureau Chief

This procedure is referenced as PPD 4.5.2000 Emergency Medical Services in Section 3.J. Offender Management; Healthcare, in the following contracts: Alpha House, Butte Prerelease, Elkhorn, Gallatin County Reentry Program, Helena Prerelease, Nexus, Passages, and START. This procedure is also referenced in Section 2.2.9. Services; Healthcare, in the following contracts: Connections Corrections Program (CCP) East, Connections Corrections Program (CCP) West, and WATCH West.

I. PURPOSE:

All facilities contracted with the Community Corrections Facilities and Programs Bureau (FPB) will follow established procedures to ensure emergency medical services are available to offenders.

II. DEFINITIONS:

Community Corrections Facilities and Programs Bureau – The Bureau oversees the facilities providing assessments and sanctions, prerelease, and treatment services. This Bureau is referenced interchangeably as Programs and Facilities Bureau (PFB) or Facilities and Programs Bureau (FPB) in procedures and forms.

Facilities and Programs Contract Managers – The Department’s employees who act as the liaisons between the Department and FPB contract facilities regarding services and offender management. These employees also monitor compliance with the terms of contractual agreements between the Department and FPB contract facilities.

Emergency Care – Health care for an acute illness or an unexpected health need that cannot be deferred until the next scheduled sick call or clinic.

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

HSB-Health Services Bureau – The Bureau within the Department responsible for the overall health care functions of medical, mental health, and dental for all programs and facilities.

Qualified Health Care Professionals – Physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professionals, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for offenders, including contracted or fee-for-service professionals.

III. PROCEDURES:

A. GENERAL REQUIREMENTS

1. Emergency care may be provided without prior authorization, however, facility staff must notify Department staff by email to cormedical@mt.gov and correquests@mt.gov as soon as possible and provide full information regarding the nature of the illness, the type of treatment to be provided, and the estimated length of treatment. HSB will review each case individually.
2. All facility staff will be trained in cardiopulmonary resuscitation (CPR) and emergency medical response procedures appropriate for their position.
3. Facility administrators shall ensure that staff trained in the following are present on each shift:
 - a. CPR;
 - b. the recognition of medical emergencies;
 - c. the location of first response emergency equipment; and
 - d. procedures to obtain emergency assistance.
4. First aid supplies and equipment will be available at all times in facility. Supplies will be replenished after use, and equipment must comply with local and state standards.
5. If staff initiates resuscitation measures, they will continue to resuscitate until the offender's care is transferred to emergency personnel, or a physician makes a finding of death.

B. EMERGENCY RESPONSE

1. Staff will immediately respond to emergencies with appropriate equipment.
2. Trained personnel must assess the offender's health status, stabilize the offender's condition, and contact emergency medical services.
3. Qualified health care professionals must respond to medical emergencies in accordance with standard operating procedures.

C. EMERGENCY SERVICES

1. Health care staff will have a written plan for accessing emergency services that includes the following:
 - a. emergency patient transport from the facility;
 - b. use of an emergency medical vehicle;
 - c. use of one or more designated hospital emergency departments or other appropriate facilities;
 - d. security procedures for the immediate transfer of patients for emergency medical care; and
 - e. notification of the facility administrator/director.
2. When necessary to transport the offender to an off-site health care facility, the following guidelines will determine the appropriate mode of transportation:
 - a. an ambulance will be used if the emergency is life threatening or deemed necessary by attending staff (the Department will initially accept responsibility for an offender's ambulance transport to avoid delayed medical treatment; however, HSB will review all ambulance transports for appropriateness); or
 - b. the facility will transport or arrange transportation for ambulatory offenders in non-emergent situations.

3. Facility staff will provide, when available, written information to emergency medical technicians that includes:
 - a. history of the emergency condition;
 - b. treatment given;
 - c. present status;
 - d. allergies; and
 - e. other pertinent information.
4. Health care staff will regularly check the availability of emergency supplies.
5. Health care staff will record the date and time of the emergency response in the offender's health record, include assessment and treatment information, and sign the document.
6. Refer to *PFB 6.2.403 Incident Reporting Requirements* for specific reporting requirements.

IV. CLOSING:

Questions about this facility operational requirement should be directed to the HSB Chief or the FPB Chief or designees.

V. FORMS: *(available to facility staff on request from HSB or FPB staff)*

Medical Preauthorization Request Form
MT DOC Dental Services Request Form
Non-Formulary Medical Request Form