



POLICY DIRECTIVE

Policy:	DOC 4.5.36 HEALTH RECORDS TRANSFER
Effective Date:	10/29/1999 Page 1 of 2
Revision Date(s):	04/19/2021; 04/24/2026
Department Director Signature:	/s/ Eric Strauss, Director
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. POLICY

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

II. APPLICABILITY

All secure facilities Department owned and contracted, as specified in contract.

III. DEFINITIONS (see Glossary)

IV. REQUIREMENTS

A. Records Transfer

1. When an offender transfers to another facility, health care providers will:
 - a. complete a release summary document to include the following information:
 - 1) a problem list
 - 2) disabilities and special needs
 - 3) allergies
 - 4) chronic illness documentation
 - 5) current medications
 - 6) current treatments
 - 7) mental health issues
 - 8) TB screening results and date of last test
 - b. submit the release summary document to the unit 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 medical and mental health records to any treating physician, hospital, or health agency upon written authorization by the offender pursuant to *DOC 4.5.38 Offender Health Record Access, Release, and Retention*.

4. When a juvenile offender needs medical or mental health care immediately upon arrival, the record should be flagged in a manner that allows the receiving facility to recognize the need for immediate follow-up.

B. Transfer Without Medical Unit Notification

1. If the offender transfer occurs before the medical unit is notified, the health care staff will forward the release summary document 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 staff will telephone the receiving facility to convey any critical medical information.
3. The health care staff will document in the offender health record the time of the call and the name of the person contacted at the receiving facility.
4. Health care providers will maintain the confidentiality of the offender health record at all times by only sharing health care information pertinent to providing continuity of care.
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 by the offender pursuant to *DOC 4.5.38 Offender Health Record Access, Release, and Retention*.

V. CLOSING

Questions about this policy should be directed to the Health Services Bureau Chief.

VI. REFERENCES

- A. *P-A-08; National Commission on Correctional Health Services in Prisons, 2018*
- B. *ACA Standards for Juvenile Correctional Facilities, 2003*
- C. *DOC 4.5.38, Offender Health Record Access, Release, and Retention*
- D. *MH-H-03; National Commission on Correctional Mental Health Services in Correctional Facilities, 2015*
- E. *Y-H-03; National Commission on Correctional Health Services in Juveniles Detention and Confinement Facilities, 2015*