

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 316.00.01	Page 1 of 4
	Original Effective Date: 11/01/95	New Effective Date: 05/01/17
	Supersedes: 316.00.01	Dated: 04/04/16
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 316 Medical and Dental Copay		
Subject: Inmate Copayment for Health Services		

POLICY

The Division of Adult Institutions shall charge a copayment for inmate initiated requests for health services which require services by a health care provider. No inmate shall be refused health care for inability to pay a copayment.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-A-01 – Access to Care
Wisconsin State Statutes s. 227.11(2) – Administrative Procedure and Review
Wisconsin State Statutes ss. 302.386(3), (4) and (6) – Medical and dental services for prisoners and forensic patients
Wisconsin Administrative Code Ch. DOC 316 – Medical Dental and Nursing Copayment Charge
Attachment – Copayment Table

DEFINITIONS, ACRONYMS, AND FORMS

Copayment – The amount charged an inmate for patient-initiated health services.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-2468 – Acknowledgement of Receipt of/Access to/Information (WICS) – Form signed by inmate generated from WICS as part of admission process.

DOC-3035 – Health Service Request and Copayment Disbursement Authorization

DOC-3392 – Dental Service Request and Copayment Disbursement Authorization.

DSU – Dental Services Unit

Health Care Provider – Physician, Physician Assistant, Advanced Practice Nurse Prescriber, Registered Nurse, Licensed Practical Nurse, Nursing Assistant, Dentist, Dental Assistant, Dental Hygienist, Physical Therapist, Optometrist, Optometrist Assistant, Phlebotomist, , Medical Assistant, Medical Program Assistant Associate who provides health related services. This includes all on-site and off-site care providers utilized by the DOC to provide medical, dental, optical and any other health related services.

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HSU – Health Services Unit

Inmate patient – Inmate under the care of a health care provider. This designation begins with the inmate's admission to a correctional facility.

Inmate patient-initiated request – A request by an inmate patient through a Health Service Request, Psychological Services Request, Dental Services Request or other means (e.g., through non-health facility staff, relative of the inmate patient, attorney, or other person) for a face-to-face contact with a health care provider.

Protected Health Information (PHI) – Individually identifiable health information transmitted by electronic media; maintained in electronic media; or transmitted or maintained in any other form or medium.

WICS – Wisconsin Integrated Corrections System

PROCEDURE

I. Copayment General Information

- A. An inmate shall not be refused health care for inability to pay a copayment.
- B. Unless an exception applies, as designated in the Attachment to this policy, inmate patients shall be charged a \$7.50 copayment for each instance where a face-to-face contact with a health care provider is the result of an inmate patient initiated request for services.
- C. A DOC-2468 generated in WICS shall be completed as part of the DAI admission process or at the facility where the inmate is a short-term admission.
- D. An inmate's refusal to sign the DOC-2468 shall not avoid the copayment charge.

II. HSU and DSU Processing of Copayment Charges

- A. Unless it is a potentially life threatening emergency, an inmate patient shall complete a DOC-3035 or DOC-3392 to request healthcare.
- B. When a Health Care Provider sees an inmate patient, they shall determine whether a copayment shall be charged in accordance with the Attachment to this policy.
- C. Whether or not the inmate patient has signed the DOC-3035 or DOC-3392, HSU/DSU staff shall sign and date the HSU/DSU section indicating the type of visit and if a copayment shall be charged.
 1. If the inmate patient refuses to sign the DOC-3035 or DOC-3392, HSU/DSU shall write "refuses to sign", but shall see the inmate patient. Refusal to sign shall not avoid the charging of the copayment.

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2. When a copayment is charged, the HSU/DSU shall provide the inmate patient with the 3rd ply of the form and forward the 2nd ply to the Business Office.
3. If a copayment is not charged, the HSU/DSU shall destroy the 2nd and 3rd plies of the form.

III. Business Office Processing of Copayments

- A. Facilities shall deduct HSU/DSU copayments.
- B. An entry shall be made in WICS in the comment section and shall include the date of service and specific type of service; i.e., Medical, Dental or Optical.
- C. For inmate patients without funds, a copayment loan shall be established and the balance due shall remain until paid.

IV. Copayments Shall Not Be Charged For:

- A. Health Care Record review appointment.
- B. Copies of documents, but standard copying fees shall be charged.
- C. Request to amend/correct PHI.
- D. Request that communication of PHI be done in an alternate manner.
- E. Request restriction on use and disclosure of PHI.
- F. Request for an accounting of disclosures of PHI made without authorization.

Administrator's Approval: _____ **Date Signed:** _____
 Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 316.00.01	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 316 Medical and Dental Copay		
Subject: Inmate Copayment for Health Services		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - 1.
 - a.
 - B.
 - C.
- II.
 - A.
 - B.
 - C.