

 <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 5
	Original Effective Date: 11/01/95	New Effective Date: 04/08/24
	Supersedes: 316.00.01	Dated: 11/20/22
	Administrator's Approval: Sarah Cooper, Administrator – 03/08/24	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 316 Medical and Dental Copay		
Subject: Copayment for Health Services		
Guidance Document: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

POLICY

The Division of Adult Institutions shall charge a copayment for PIOC-initiated requests for health services which require services by a health care provider.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, 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 for PIOC-initiated health services.

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-0184 - Disbursement Request

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

DOC-3392 – Dental Service Request

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, Psychiatrist, Optometrist,

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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.

HSU – Health Services Unit

PIOC – Persons in our Care

PIOC-initiated request – A request by PIOC through a Health Service Request, Psychological Services Request, Dental Services Request or other means (e.g., through non-health facility staff, relative of the PIOC, 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. PIOC 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, PIOC 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 PIOC-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 PIOC is a short-term admission.
- D. PIOC 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, PIOC shall complete a DOC-3035 or DOC-3392 to request healthcare.
- B. When a Health Care Provider sees a PIOC, they shall determine whether a copayment shall be charged.
- C. Whether or not the PIOC has signed the DOC-0184, staff shall sign and date the DOC-0184 section indicating the reason for the request being copayment and indicating medical, dental or optical.
 1. If the PIOC refuses to sign the DOC-0184, HSU/DSU shall write “refuses to sign,” but shall see the PIOC. Refusal to sign shall not avoid the copayment.

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2. When a copayment is charged, HSU/DSU shall provide the PIOC with the 2nd ply of the form and forward the 1st ply to the Business Office.
3. If a copayment is not charged, HSU/DSU shall destroy the DOC-0184.

III. Business Office Processing of Copayments

- A. The Business Office shall deduct HSU/DSU copayments as identified on the DOC-184.
- B. An entry shall be made in WICS in the comments section and shall include the date of service and specific type of service; i.e., Medical, Dental or Optical.
- C. For PIOC without funds, a copayment loan is processed and the balance due shall remain until paid in full.

IV. Copayments Shall Not Be Charged For:

- A. Health Care Record review.
- 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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 316 Medical and Dental Copay		
Subject: 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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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