

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.10.18	Page 1 of 4
	Original Effective Date: 06/01/00	New Effective Date: 05/14/18
	Supersedes: 500.10.18	Dated: 10/28/14
	Administrator's Approval: James Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Inmate Patient Transport and Escort		

POLICY

All Division of Adult Institution Health Services Unit staff shall coordinate with facility personnel for the provision of safe and timely routine transportation both inside and outside the facility for patients for the delivery of appropriate and timely care for patients significant and serious health needs.

REFERENCES

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2018, P-D-06 – Patient Escort
DAI Policy 306.00.02 – Movement and Transportation of Pregnant Females
DAI Policy 500.50.01 – Minimum Necessary and Duty to Mitigate HIPAA Standards
DAI Policy 500.80.11 – Medication Delivery, Administration and Training
DAI Policy 300.00.27 – Medical Guardianship

DEFINITIONS, ACRONYMS, AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

HSU – Health Services Unit

Routine – A prescribed and detailed course of action to be followed regularly; standard procedure.

PROCEDURES**I. General Guidelines**

- A. Transfer of inmate patients shall be accomplished in accordance with DOC policies and procedures governing transfer of inmates.
- B. Notification of inmate transport within or outside the facility shall follow DAI policy regarding movement of inmate patients.
- C. Facilities shall ensure sufficient staff is available to escort and transport patients on a timely basis to medical, dental and mental health appointments both on and offsite.
- D. The HSU manager is responsible for oversight of appointment scheduling.

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- E. HSU and Security staff shall collaborate to ensure necessary accommodations are available during the transportation process. This includes medication process and special needs for continuity of care.
- F. Follow instructions as described in DAI Policy 500.80.11 for medications sent with an inmate patient on an offsite appointment.
- G. Facility operations resulting in the inability to deliver health care to meet the significant or serious health needs of a patient(s), including the availability of vehicles or staff, causing a delay or cancelation for on-site or off-site health care shall be immediately brought to the attention of the nursing supervisor/designee to determine if it is reasonable to delay or reschedule.
- H. Any missed appointments related to not having transport/escort staff available to both on or offsite shall be documented on a DOC-2466 WICS Incident Report and discussed at monthly HSU Warden/designee meetings for facilitation of quality improvement.

II. For inmate patient confidentiality follow DAI Policy 500.50.01.

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Paul Bekx, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

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

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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Chapter: 500 Health Services		
Subject: Inmate Patient Transport and Escort		
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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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