

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.10.18	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 06/01/00	<b>New Effective Date:</b> 02/26/24
	<b>Supersedes:</b> 500.10.18	<b>Dated:</b> 01/25/21
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator – 02/16/24	
	<b>Required Posting or Restricted:</b>	
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Patient Transport and Escort		

**POLICY**

All Division of Adult Institution Health Services Unit staff shall ensure the facility staff can meet scheduled health care patient appointments.

**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  
Wisconsin Statutes s. 302.38 – Medical Care of Prisoner  
Wisconsin Statutes s. 302.386 – Medical and Dental Services for Prisoners and Forensic Patients.

**DEFINITIONS, ACRONYMS AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

HSU – Health Services Unit

PIOC - Persons in Our Care

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

**PROCEDURES****I. General Guidelines**

- A. Notification and movement of patients shall be accomplished in accordance with DOC policies and procedures governing transfer of PIOC.
- B. 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.
- C. The HSU manager is responsible for oversight of appointment scheduling.

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- D. 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.
  - E. Follow instructions as described in DAI Policy 500.80.11 for medications sent with a patient to an offsite appointment.
  - F. 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.
  - G. 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.** Patient confidentiality shall be maintained following DAI Policy 500.50.01.

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

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<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Patient Transport and Escort		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

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

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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