

<b>DAI Policy 500.50.02</b>				
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<b>Attachment AA: Filing in HCR-Grid</b>				
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Effective: 10/13/14				
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This table directs the filing for all forms in the Health Care Record including the Medical Chart, Dental Record, Medications Record, Psychological Records (Copies), Psychological Service Unit Record, Hemodialysis Chart

**Instructions: File all documents within a given file location (column #4) by date order. Exceptions are listed on page 2 - 5 of this attachment. Please take a moment to become familiar with these exceptions.**

Consult with Central Medical Records (DOCDAIDCICentralMedicalRecords@wi.gov) prior to filing any document in the Health Care Record that is not listed in this Attachment.

**1<sup>st</sup> Column: Form Number (#)** – Forms officially issued by the State of Wisconsin include a number preceded by the department/division that owns the form such as DOC, DPH (Division of Public Health) F (formally DDE used at Wisconsin Resource Center). Some forms in the HCR were issued by Prison Health Services (PHS)/Corrections Corporation of America (CCA) for inmates whose health care was provided by a private corporation or who were previously housed out-of-state. Forms without a number appear in alphabetical order following the forms with numbers.

**2<sup>nd</sup> Column: Title** – Name of the form. Helpful guidance to filing may be listed after the forms name.

3<sup>rd</sup> Column: **Historical** (Hist.) – An “X” in this column means that the form may be found in the location described, but is no longer filed in the HCR, has been made obsolete, or the filing location within the HCR has changed. Forms with a new location should be moved to the proper location. The former location will be in parentheses. Do not file forms in former locations.

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4<sup>th</sup> Column: **File Location** – Lists the section of the Chart in which a form is filed, or directs filing in the Dental Record, Medications Record, Psychological Records (Copies), or the PSU Record or indicates if the form copy can be shredded (see 6th Column to determine what department originals need to be sent to)

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5<sup>th</sup> Column: **Multi-Section PSU Record/Dental Record** - Lists the section of a multi-sectioned PSU Record or Dental Record in which a form is filed.

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6<sup>th</sup> Column: **Forward original to** - Send originals to department listed in this column for forms that are not to be filed in the Health Care Record.

<b>File Location Exceptions</b>							
<b><u>Medical Chart</u></b>							
<b><u>Right Side in front of Problem List Divider</u> – File in the order listed below.</b>							
Medical Imaging Sleeve with Medical Imaging CD's							
Medical Appointments Off-site, DOC-3347							
Onsite Appointment List							
Emergency Care/Do Not Resuscitate Order (DNR), DPH-4763							
Implementation of a Patient's Advance Directive, DOC-3391							
Court Documents and Orders: Guardianship, Ch. 51 Commitment and others for treatment, etc.							
Dialysis Access History Log, DOC-3449 (Hemodialysis Record)							
Power of Attorney for Health Care, DPH-00085							
Durable Power of Attorney for Health Care, DOH-0085 (Name changed "Power of Attorney for Health Care")							
Advanced Directives Log, DOC-3391A							
Living Will (Declaration to Physicians), DPH-00060							
Signature Verification, DOC -3326							
Offender name labels – sheet							
<b><u>Problem List</u> – File documents in the order listed below.</b>							
Problem List, DOC-3020 (current)							
Medical Summary, DOC-3613							
<b><u>Patient Care Plans Divider</u> – File keeping like documents together, intermixed with most recent on top.</b>							
<b><u>Data Base Divider</u> – File documents in the order listed below.</b>							
Record of Immunizations, DOC-3218A							
TST and Review of Signs/Symptoms of Tuberculosis, DOC-3286							

Wisconsin Immunization Registry (print-out from website)				
H1N1 Vaccination Screening Questionnaire, DOC-3611				
Annual Report for Known Positive TB Skin Test, F-20135				
TB Summary Report - WRC				
Institutional Converter (obsolete)				
Immunization TB/Record (Out of State)				
Infirmary Discharge Summary, DOC-3573, or equivalent				
Health Service Unit Admission Data Base, DOC-3405				
Admission History and Physical Examination - Infirmary, DOC-3589				
Transplant Evaluation Log, DOC-3718				
Medical Admission Evaluation, F-25237				
Admission Data Base-Hemodialysis, DOC-3405A (Hemodialysis Record)				
Infirmary Admission – Nurse to Nurse Report, DOC-3550 (obsolete)				
<b>Note: file screenings listed below in chronological order keeping like documents together.</b>				
Clinical Screening/Evaluation Summary and Recommendations, DOC-1417 (obsolete)				
Initial Entrance Screening, F-25644				
Initial Health Screening Form, CCA-13-50A				
Initial Health Screening Form, CCA-13-16A				
Initial Medical Screening, PHS-CC 040 and CCA				
Inmate/Resident Initial and Annual Symptom Screening, CCA-13-87E				
Jail Contract: Inmate Medical Screening Form				
Jail Contract: Medical/Booking Questions				
Intake/Transfer/Receiving Screening, DOC-3002 (obsolete)				
Examen De Admision/Cambio/Recepcion, DOC-3002S (obsolete)				
Receiving Medical Screening, PHS				
TCI Intake Forms (no longer used)				

Texas Uniform Health Status Update					
Transfer Screening, DOC-3532					
Transfer Screening Form, CCA-13-86A					
<b>Note: file histories listed below in chronological order keeping like documents together.</b>					
Assessment-Admitting Physician, F-25507A					
Data Base - Medical, F-21248					
Initial Health Assessment and Medical History, F-24013B					
Intake Screening/Medical History or El Chequeo De Entrada/Historia Medica, DOC-3018					
Intake Medical Clearance Questionnaire, DOC-3636					
<b>Note: file assessments listed below in chronological order keeping like documents together.</b>					
Assessment – Cardiovascular Risk, F-26142A					
Asthma Assessment, DOC-3443					
Cardiovascular Risk Assessment, DOC-3466 (obsolete 2/08)					
Folstein Mini-Mental State Exam (MMSE), DOC-3539					
Health Evaluation, CCA					
Initial Nursing Assessment, F-21250					
Nursing Admission Assessment - Infirmary, DOC-3635					
Nutrition History and Assessment (if Dietician Consult ordered) (WRC) F-21097					
WRC Intake Assessment (obsolete)					
<b>Note: file physical exams listed below in chronological order keeping like documents together.</b>					
Annual Review					
Inmate Health Appraisal Form, CCA-13-16C					
Inmate/Resident Health Appraisal Form, CCA-13-40A					
Physical Exam (Male), DOC-3019 or F2-4013A					

Physical Exam (Female), DOC-3019A

Primary Care-Initial Physical Exam, F-00578A

**Note: file medical classifications listed below in chronological order keeping like documents together.**

Health Service Classification

Medical Clearance Assessment for Challenge Incarceration Program (CIP), DOC-3500

Medical Classification Report, DOC-3050

Medical Clearance for County Jails, DOC-3500A

Medical Clearance for Programs at Facilities Without a HSU on-site (name change), DOC-3500

Medical Clearance for Treatment Alternative Program (TAP), DOC-3500B

Out of State Health Screening Checklist, CCA

Security Condition Report, DOC-3396 (obsolete 1/02)

**Note: file diets listed below intermixed in chronological order.**

Diet Flow Chart (if special diet ordered), F-21095

Diet Order Acknowledgment - Female, DOC-1835A

Diet Order Acknowledgment - Male, DOC-1836

Diet Order Change, DDE-1095A (obsolete 07/07)

Food Allergy/ Intolerance Diet Interview, DOC-3462 (obsolete)

Medical Diet Order

Modified Diet Consent/Refusal, DOC-3341

Modified Diet Order, DOC-3334 or F-25944

Therapeutic Diet Request, CCA-13-85A

Food Allergy/Intolerance Diet Interview, DOC-3518

WCCS Offender Intake TB Screening Tool, DOC-3425

Audiogram, DOC-3149

Offender Hepatitis B Vaccination Medical History, DOC-3400

History and Evaluation for Individuals with Significant Reaction to PPD's, DOC-3029

Tuberculosis Questionnaire

HIV Antibody Screening, DOC-3292 (obsolete)

HIV Positive Offender Profile, DOC-3283 (obsolete 4/07)

Dyskinesia Identification, F-24214

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**Medication Divider - File documents in the order listed below keeping documents with the same DOC form number together with most recent on top.**

Discharge Medication Request, DOC-3397

Hemodialysis Medication List, DOC-3513 (Hemodialysis Record)

Patient Medication Profile, DOC-3034

PRN Medication Notes, DOC-3393

Medication Refusal and Compliance Monitoring (MSMU-SEG), DOC-3537A

Non-Formulary Drug Request (Other than Psychotropics), DOC-3482

Non-Formulary Psychotropic Drug Request, DOC-3482A

Medication Administration Record (Dialysis Records Only)

Medication Treatment Record, DOC-3026 (Dialysis Records Only)

New Stimulant Request, DOC-3463 (obsolete)

Quetiapine and Olanzapine Drug Request, DOC-3482B

Restricted Psychotropic Drug Verification, DOC-3547

Stimulant and Atomoxetine Drug Request, DOC-3482C

Strattera (Atomoxetine) Request, DOC-3463A (obsolete)

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**Dental Record**

**Medical History (Prongs Inside Front Cover)**

**File documents by type in the order listed below and in date order with most recent on top within each type.**

Health History for Dental Practice, DOC-3018B or DOC-3018BS

Health History Update, DOC-3018A

Intake Screening/Medical History, DOC-3018 or DOC-3018S

Notification of Guardianship/Activated Power of Attorney for Health Care, DOC-3563

Activation/De-Activation of Power of Attorney for Health Care, DOC-3614

Acknowledgment of Revocation of Power of Attorney for Health Care, DOC-3615

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**Consents/Authorizations/DJC Documents (Inside Back Cover Prongs)**

**File documents by type in the order listed below and in date order with most recent on top within each type.**

**NOTE: Keep all DJC documents together with Red cover sheet.**

Authorization and Consent to Surgery and Drug Administration, DOC-3367 or DOC-3367S

Authorization and Consent for Root Canal Treatment (Endodontics) and Drug Administration, DOC-3414 or DOC-3414S

Authorization and Consent for Dental Treatment, DOC-3442 or DOC-3442S

Consent/Refusal for Dental Services, F-21504

Informed Consent Relating to Risks Associated with use of Oral Bisphosphonate, DOC-3593 or DOC-3593S

Informed Consent for the Treatment of Obstructive Sleep Apnea with Oral Appliances, DOC-3627 or DOC 3627S

Consent for Orthodontic Treatment for Adults, DOC-3402

Authorization and Consent to Surgery and Drug Administration for Juveniles, DOC-3417 or DOC-3417S

Authorization and Consent for Root Canal Treatment (Endodontics) and Drug Administration-Juveniles, DOC-3416 or DOC-3416S

Consent for Orthodontic Treatment for Juveniles, DOC-3403 or DOC-3403S

Consent for Referral of Orthodontic Treatment, DOC-3404

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1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
0007	Offender Face Sheet - obsolete- not filed in chart	x	(Shred Copy)		Shred
0009	Adult Conduct Reports - not filed in chart	x	(Shred Copy)		Security
0027	Placement/Review of Patient In Observation		medical observation or PSU Record - for MH Placements, copy - Psychological Records	Observation/ Restraint/ Seg Reviews	
0028	Notice of Review of Observation Status		PSU Record	Observation/ Restraint/ Seg Reviews	
0030	Review of Offender in Segregation/Disciplinary Separation/ Administrative Confinement		PSU Record	Observation/ Restraint/ Seg Reviews	
0045	Temporary Release - not filed in chart		(Shred Copy)		Records Office
0090	Chronological Log		PSU Record	Restricted Access	
0097	Hospital Stay - not filed in chart		(Shred Copy)		Records Office
0098	Incident Reports - obsolete	x	(PSU Record)	(Restricted Access)	Security Office
0098 A	Accident Report - not filed in chart		(Shred Copy)		Security Office
0111	Review of Placement of Offender in Restraints		Correspondence or PSU Record	Observation/ Restraint/ Seg Reviews	
0112	Observation of Offender - not filed in chart		(Shred Copy)		Security Office
0192	Notification of Sentence Data - not filed in chart		(Shred Copy)		Records Office
0223	Psychological Services Report		orig. - PSU Record, copy - Psychological Records (Copies)	Psychological Reports	
0237	Property Receipt/Disposition		Consents/ Refusals or Optical Sleeve		
0618	County Jail Report - DCI Sheriff Letter		PSU Record - if revision date is before 8/2007; shred if after	Legal Documents/ Consents/ Outside Reports	
0643	Interview/Information Request (when responded to by HSU)		Patient Request Folder		
0654	Psychological Services Chronological File Entry		PSU Record	Psychological Reports	
0851	Offender Emergency and Signature Verification - not filed in chart		(Shred Copy)		Social Service File
1004	Special Handling of Offender - not filed in chart		(Shred Copy)		Security Office
1121	Notice of Release - not filed in chart		(Shred Copy)		Legal File
1160	Record Request Response		Consents/ Refusals		
1163 A	Authorization For Use and Disclosure of PHI (first document under divider if in effect)		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
1163 AS	Autorizacion Para la Utilizacion Y Divulgacion De Informacion Protegida Sobre la Halud (PHI)		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
1163 K	Ch. 980 Authorization for Disclosure of AODA Information		PSU Record	Legal Documents/ Consents/ Outside Reports	
1163 R	Revocation of Authorization for Use and Disclosure of Protected Health Information		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
1345	Transfer Hold - Inmate - obsolete - not filed in chart	x	(Shred Copy)		Records Office
1408	Offender Work Placement - not filed in chart		(Shred Copy)		Social Service File
1417	Clinical Screening/ Evaluation Summary and Recommendations - obsolete	x	(Data Base)		
1423	Sex Offender Program Report		PSU Record	SOT/Ch.980	
1477	TTT Extended Visitation Authorization for Medical Treatment - not filed in chart		(Shred Copy)		Gatehouse
1478	TTT Extended Visitation Child Medical Information - not filed in chart		(Shred Copy)		HSU
1479	Review of Mental Health Placement		PSU Record	Referrals/ Screening/ Contacts	
1490	End of Confinement Review Board (ECRB) Case Review Summary and Disposition (copy)		PSU Record	SOT/Ch.980	
1577	Sex Offender Assessment Report		PSU Record	SOT/Ch.980	
1577 A	Sex Offender Assessment Report - Abbreviated		PSU Record	SOT/Ch.980	
1770	Daily Self-Harm Assessment		PSU Record	Observation/ Restraint/ Seg Reviews	
1836	Diet Order Acknowledgment - Male		Data Base		
1836 A	Diet Order Acknowledgment - Female		Data Base		
1843	Conduct Report - DJC		PSU Record	Restricted Access	
1846	Incident Report - DJC		PSU Record	Restricted Access	
1923	Limits of Confidentiality Regarding Information Rendered to Treatment Staff		PSU Record	Legal Documents/ Consents/ Outside Reports	
1950	Revocation Summary - not filed here	x	(PSU Record)	(Restricted Access)	
1980	Inter-Institution Transfer Summary		PSU Record	Referrals/ Screening/ Contacts	
2056	Mental Health Screen for Wisconsin Secure Program Facility		PSU Record	Restricted Access	
2056 A	WSPF Brief Mental Health Screen for TLU/ Seg - obsolete	x	(PSU Record)	(Restricted Access)	
2057	Bifurcated TIS Computation - not filed in chart		(Shred Copy)		Shred
2068	Informed Consent for Pharmacological Treatment - not filed in chart		(Shred Copy)		RCI HSU - Label as PTSO File
2074	Medical Alert Wristband Acceptance/Refusal		Consents/ Refusals		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
2077	Health Transfer Summary		Correspondence		
2097	Self-Harm Assessment		PSU Record	Observation/ Restraint/ Seg Reviews	
2098	Initial Placement in Observation Status & Notice of Rights and Appeal		PSU Record	Observation/ Restraint/ Seg Reviews	
2099	Notice of Review for Continued Observation		PSU Record	Observation/ Restraint/ Seg Reviews	
2112	New Psychiatric Referral		Correspondence		
2115	Psychotropic Review - Report on Youth Progress		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
2144	Transporting Officer Questionnaire (TOQ)		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
2145	Intake Screening - Juvenile Correctional Institution		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
2148	Review of Placement in Observation Status		PSU Record	Observation/ Restraint/ Seg Reviews	
2170	Short Term Absence Screening - Lincoln Hills School		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
2272	Physician Consultation: PRIDE Referrals - copy		Correspondence		
2273	Psychiatrist Consultation for Pride Referrals - copy		Psychiatric Services		
2295	Special Purpose Evaluation Report -copy		PSU Record	SOT/Ch.980	
2296	Minnesota Sex Offender Screening Tool (MnSOST-R)		PSU Record	SOT/Ch.980	
2309	Certification of Records		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
2363	Reentry Pre-Release Competency Checklist - Male		(Shred Copy)		
2364	Static-99/Rapid Risk Assessment for Sexual Offense Recidivism (RRASOR) Scoring Sheet		PSU Record	SOT/Ch.980	
2380	Sex Offender Assessment Program (SOAP) Re-Evaluation Request - Differing Opinions Review Process (DORP)		PSU Record	SOT/Ch.980	
2381	Sex Offender Assessment Program (SOAP) Re-Evaluation Request: SOAP Response - Differing Opinions Review Process (DORP)		PSU Record	SOT/Ch.980	
2427	Offender Visitor Review Removal/ Denial/ Approval		PSU Record	Referrals/ Screening/ Contacts	
2439	Primary Program Status, Participation/ Refusal/ Withdrawal (copy)		PSU Record	Legal Documents/ Consents/ Outside Reports	
2456	Sex Offender Treatment Reoffense Prevention Plan SO4 Programs		PSU Record	SOT/Ch.980	
2456 A	Sex Offender Treatment Reoffense Prevention Plan SO2 Programs		PSU Record	SOT/Ch.980	
2464	Sex offender Treatment Interview Decision		PSU Record	SOT/Ch.980	
2465	Informed Consent: Sex Offender Treatment Evaluation		PSU Record	SOT/Ch.980	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
2469	Intake Suicide History Questionnaire		PSU Record	Referrals/ Screening/ Contacts	
2473	Sex Offender Treatment Evaluation: Attitudes Questionnaire		PSU Record	SOT/Ch.980	
2474	Brief Sexual History Questionnaire		PSU Record	SOT/Ch.980	
2507	Informed Consent Sex Offender Treatment		PSU Record	Legal Documents/ Consents/ Outside Reports	
2508	Sex Offender Treatment Contract		PSU Record	SOT/Ch.980	
2510	Sex Offender Treatment Progress Notes		PSU Record	SOT/Ch.980	
2530	Reasonable Modification/ Accommodation Request		Correspondence		
2540	Family Therapy Referral		PSU Record	Referrals/ Screening/ Contacts	
3001	Off-Site Service Request and Report - file location changed	x	Consultations or (Dental Record)	(Consents/ Authorizations/ DJC Documents)	
3001	Off-Site Service Request and Report		Consultations or Dental Record	Correspondence	
3002	Intake/Transfer/Receiving Screening - obsolete	x	(Data Base)		
3002 S	Examen De Admision/Cambio/Recepcion		Data Base		
3003	Health Summary		Correspondence		
3011	Fee for Copies of Health Care Records (file with Authorization form)		Consents/Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
3018	Intake Screening/ Medical History		Original - Data Base, Copy - Dental Record	Medical History	
3018 A	Health History Update - Dental Services		Dental Record	Medical History	
3018 AS	Actualizacion De Historia De Salud (Servicios Dentales)		Dental Record	Medical History	
3018 B	Health History for Dental Practice		Dental Record	Medical History	
3018 BS	Historial De Saulud Para la Practica Dental		Dental Record	Medical History	
3018 S	El Chequeo De Entrada/ Historia Medica		Original - Data Base, Copy - Dental Record	Medical History	
3019	Physical Exam-Male		Data Base		
3019 A	Physical Exam-Female		Data Base		
3020	Problem List		Problem List - current; Miscellaneous - not current		
3021	Progress Notes		Progress Notes		
3021 A	Dialysis Progress Notes		Progress Notes		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3021 B	Psychiatric Progress Notes (first document under divider)		Psychiatric Services		
3021 C	Psychology Progress Notes - Taycheedah Correctional Institution		PSU Record	Referrals/ Screening/ Contacts	
3021 D	Psychology Progress Notes (Noncontact)		PSU Record	Referrals/ Screening/ Contacts	
3022	Infirmiry Progress Notes		Progress Notes		
3022 A	Speech Therapy Progress Notes		Consultations		
3023	Prescriber's Orders		Prescriber's Orders		
3023 A	Prescriber's Orders-Standard Admission Orders		Prescriber's Orders		
3023 B	Prescriber's Orders-Standard Orders-Youth		Prescriber's Orders		
3023 C	Prescriber's Orders- Infirmiry Adm.		Prescriber's Orders		
3023 D	Prescriber's Orders-Standard Orders-Hemodialysis		Prescriber's Orders		
3023 E	Prescriber's Orders-Standard Orders-Short Term Admission		Prescriber's Orders		
3023 F	Prescriber's Orders-Standard Orders-ATR/FDOATP Admission		Prescriber's Orders		
3023 G	Prescriber's Orders-Standard Orders-Opiate/Methadone Withdrawal		Prescriber's Orders		
3023 H	Prescriber's Orders-Standard Orders- Alcohol Withdrawal		Prescriber's Orders		
3023 J	Prescriber's Orders-(Venlafaxine ER Conversion)-Nursing Delegated Standard Orders		Prescriber's Orders		
3023 K	Prescriber's Orders-PCA Infirmiry		Prescriber's Orders		
3023 Q	Prescriber's Orders - Standard Orders for Suspected MRSA Infection		Prescriber's Orders		
3023 R	Prescriber's Orders- Standing Orders for Suspected H1N1		Prescriber's Orders		
3023 T	Palliative Care Admission Orders		Prescriber's Orders		
3023 U	Prescriber's Orders (Omeprazole to Pantoprazole Conversion) - Nursing Delegated Standard Orders		Prescriber's Orders		
3023 V	Prescriber's Orders - Lantus Insulin (glargine) to NPH Conversion - Nursing Delegated Standard orders		Prescriber's Orders		
3023 W	Prescriber's Orders - Standard Orders - Peritoneal Dialysis		Prescriber's Orders		
3024	Flow Sheet		Flow Sheets		
3024 A	Wound Care Initial Assessment		Flow Sheets		
3024 B	Wound Care Flow Sheet		Flow Sheets		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3026	Medication/ Treatment Record		Medications Record		
3026 A	IV Administration Record		Medications		
3027	Physician's Plan of Care - obsolete	x	(Patient Care Plan)		
3027 A	Nursing Plan for Patient Care - obsolete	x	(Patient Care Plan)		
3028	Authorization for Medical and/ or Surgical Treatment		Consents/ Refusals		
3028 S	Autorizacion Para Tratamiento Medico Y/O Sirugia		Consents/ Refusals		
3029	History and Evaluation for Individuals with Significant Reaction to Tuberculin Skin Test		Data Base		
3032	INH and RPT Treatment Flow Sheet		Flow Sheets		
3034	Patient Medication Profile		Medications		
3035	Health Service Request and Copayment Disbursement Authorization		Patient Request Folder		
3035 A	DJC Health Service Request		Patient Request Folder		
3035 AS	Solicitud De Servicio De Salud De La Division De Correcciones De Menores (DJC)		Patient Request Folder		
3035 B	Psychological Service Requests		PSU Record or Patient Request Folder (when responding to by HSU)	Inmate Correspondence	
3035 BS	Solicitud De Servicio De Psicologia		PSU Record	Inmate Correspondence	
3035 C	Medication/Medical Supply Refill Request		Patient Request Folder		
3035 CS	Solicitud De Reposicion De Medicamentos/ Suministros Medicos		Patient Request Folder		
3035 D	Youth Request for Psychological Services		PSU Record	Inmate Correspondence	
3035 DS	Solicitud De Servicios Psicologicos Para Jovenes		PSU Record	Inmate Correspondence	
3035 S	Solicitud De Servicios De Salud Y Autorizacion Para El Desembolso Del Copago		Patient Request Folder		
3040	Treatment Notes		Dental Record	Treatment Notes	
3040	Diagnosis and Treatment Continued - name changed, file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
3040 A	Diagnosis - Treatment - obsolete	x	(Dental Record)	(Diagnosis/ Treatment)	
3040 E	Examination (sticker placed on 3040 or 3040A) - obsolete	x	(Dental Record)	(Diagnosis/ Treatment)	
3040 H	Hygiene (sticker placed on 3040 or 3040A) -file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
3040 H	Hygiene (label placed on 3040)		Dental Record	Treatment Notes	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3040 R	Restorative (label placed on 3040)		Dental Record	Treatment Notes	
3040 R	Restorative (sticker placed on 3040 or 3040A) - file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
3040 X	Extraction (label placed on 3040)		Dental Record	Treatment Notes	
3040 X	Extraction (sticker placed on 3040 or 3040A) - file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
3042	Dental Examination and Record Chart		Dental Record	Oral Examination	
3042	Dental Examination and Record Chart-file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
3050	Medical Classification		Data Base		
3052	Dental Classification Report		Dental Record	Correspondence	
3054	Eye care Examination (first document under divider in chronological order)		Optical		
3054 A	Chronological Record of Eye Care Case Management		Optical		
3121	Insulin Record		Flow Sheets		
3143	Laboratory Procedures		Laboratory Results		
3143 A	Laboratory Procedures		Laboratory Results		
3149	Audiogram		Data Base		
3151	Pregnancy Status Notification		Correspondence		
3157	Birth Notification - obsolete	x	(Correspondence)		
3175	Health Services Appointment Notice - no longer filed in chart	x	(Shred Copy)		
3181	Medical Excuse - obsolete	x	(Correspondence)		
3183	Referral for On-Site Medical/ Mental Health Services		Correspondence or PSU Record	Referrals/ Screening/ Contacts	
3200	Optical Prescription		Optical Sleeve		
3218 A	Record of Immunizations - File as first document		Data Base		
3220	Refusal of Recommended Health Care		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
3220	Refusal of Recommended Health Care - no longer filed in the Dental Record	x	Consents/ Refusals or PSU Record or (Dental Record)	Consents/ Outside Reports or (Consents/ Authorizations)	
3220 S	Rechazo Del Tratamiento De Salud Recomendado		Consents/ Refusals		
3220 S	Rechazo Del Tratamiento De Salud Recomendado - no longer filed in the Dental Record	x	Consents/ Refusals or (Dental Record)	(Consents/ Authorizations/ DJC Documents)	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3226	Consent for DNA Paternity Case		Consents/ Refusals		
3226 S	Consentimiento Para Examen De And Con Proposito De Establecer Paternidad		Consents/ Refusals		
3246	Inventory Controlled Substance - not filed in chart	x	(Shred Copy)		HSU
3246 B	Dea Controlled Substance Perpetual Inventory Point of Delivery				Originating facility
3263	Consent/ Refusal to test for HIV Antibody		Consents/ Refusals		
3263 S	Consentimiento/ Rehuso A Participar En La Prueba De Vih-Anti-Organos		Consents/ Refusals		
3283	HIV Positive Offender Profile - obsolete	x	(Data Base)		
3286	Annual Tuberculosis and Health Maintenance Screening - File after DOC-3218A (second document)		Data Base		
3292	HIV Antibody Screening - obsolete	x	(Data Base)		
3314	Health Summary - DJC		Correspondence		
3326	Signature Verification		Right Side in front of Problem List		
3332 B	Medical Restrictions/ Special Needs		Correspondence		
3332 BS	Restricciones Medicas/ Necesidades Especiales		Correspondence		
3334	Modified Diet Order		Data Base		
3335	Request for PHI for Ongoing Treatment		Correspondence, Dental Record or PSU Record	Correspondence or Inmate Correspondence	
3335 A	Request for PHI Regarding Death of a Patient		Correspondence, Dental Record or PSU Record	Correspondence or Inmate Correspondence	
3336	Information for On-Call Nurse - obsolete	x	(Progress Notes)		
3338	Health Assessment of Patient in Mechanical Restraints		Flow Sheets		
3340	Medication Error Report - not filed in chart		(Shred Copy)		Central Pharmacy
3341	Modified Diet Consent/Refusal		Data Base		
3341S	Consentimiento/Rechazo A Dieta Modificada		Data Base		
3342	Disclosure of PHI Without Patient Authorization		Miscellaneous or PSU Record	Legal Documents/ Consents/ Outside Reports	
3347	Medical Appointments Off-site		Right Side in front of Problem List		
3348	Medication Log-Officer -obsolete	x	(Medications Record)		
3359	Agent Notification of Tuberculosis Infection or Disease		Correspondence		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3367	Authorization and Consent to Surgery and Drug Administration		Dental Record	Consents/ Authorizations/ DJC Documents	
3367 S	Authorization Y Consentimiento Para Intervencion Quirurgica Y Administracion De Medicamentos		Dental Record	Consents/ Authorizations/ DJC Documents	
3373	Medical Restraint Flow Sheet - name change	x	(Flow Sheets)		
3373	Protective Restraint Flow Sheet		Flow Sheets		
3374	Flow Sheet - Vitals		Flow Sheets		
3377	X-Ray Consent - Female Offender - obsolete	x	(Consents/ Refusals)		
3378	HIV Positive Flow Sheet		Flow Sheets		
3383	X-Ray Order Form - obsolete	x	(Medical Imaging)		
3385	Ophthalmology Consultation Request and Report		Consultations		
3387	Health Screening-DJC		Correspondence		
3388	Health & Psychological Rounds In Segregation/Security Log		Flow Sheets or PSU Record	Referrals/ Screening/ Contacts	
3391	Activation/Deactivation of Declaration of Physicians		Active - Right Side in front of Problem List; Deactivated -		
3391 A	Advanced Directives Log		Right Side in front of Problem List		
3392	Dental Service Requests and Copayment Disbursement Authorization		Dental Record	Dental Service Requests	
3392	Dental Service Requests and Copayment Disbursement Authorization - file location changed	x	(Dental Record)	(Correspondence)	
3392 S	Solicitud De Servicio Dental Y Autorization Para El Desembolso Del Copago		Dental Record	Dental Service Requests	
3392 S	Solicitud De Servicio Dental Y Autorization Para El Desembolso Del Copago - file location changed	x	(Dental Record)	(Correspondence)	
3393	PRN Medication Notes		Medications		
3394	Patient Assessment		Flow Sheets		
3394 A	Patient Assessment Record - Continued - obsolete	x	Flow Sheets		
3394C	Patient Assessment Record - obsolete	x	(Progress Notes)		
3395	Patient Care Flow Sheet		Flow Sheets		
3395 A	Patient Special Procedure Flow Sheet		Flow Sheets		
3396	Security Condition Report - obsolete	x	(Data Base)		
3397	Discharge Medication Request		Medications		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3397S	Solicitud De Medicacion Para Descarga De Prison		Medications		
3400	Offender Hepatitis B Vaccination Medical History		Data Base		
3401	Informed Consent for Psychotropic Medication		Consents/ Refusals		
3401 A	Informed Consent/Refusal - Psychotropic Medication - Antianxiety - obsolete	x	(Consents/ Refusals)		
3401 AS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Contra La Ansiedad - obsolete	x	(Consents/ Refusals)		
3401 B	Informed Consent/Refusal - Psychotropic Medication - Anticonvulsant Mood Stabilizer - obsolete	x	(Consents/ Refusals)		
3401 BS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Anticonvulsivos/ Estabilizadores Del Animo - obsolete	x	(Consents/ Refusals)		
3401 C	Informed Consent/Refusal - Psychotropic Medication - Heterocyclic Antidepressants - obsolete	x	(Consents/ Refusals)		
3401 CS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Antidepresivos Tricilicos - obsolete	x	(Consents/ Refusals)		
3401 D	Informed Consent/Refusal - Psychotropic Medication - Atypical Antidepressants - obsolete	x	(Consents/ Refusals)		
3401 DS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Antidepresivos Atipicos - obsolete	x	(Consents/ Refusals)		
3401 E	Informed Consent/Refusal - Psychotropic Medication - Serotonin Antidepressants - obsolete	x	(Consents/ Refusals)		
3401 ES	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Antidepresivos/ Serotonina - obsolete	x	(Consents/ Refusals)		
3401 F	Informed Consent/Refusal - Psychotropic Medication - Alpha Agonist - obsolete	x	(Consents/ Refusals)		
3401 FS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Agonistas Alfa - obsolete	x	(Consents/ Refusals)		
3401 G	Informed Consent/Refusal - Psychotropic Medication - Antipsychotic Agents - obsolete	x	(Consents/ Refusals)		
3401 GS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Agentes Antipsicoticos - obsolete	x	(Consents/ Refusals)		
3401 H	Informed Consent/Refusal - Psychotropic Medication - Beta-Adrenergic Blocker - obsolete	x	(Consents/ Refusals)		
3401 HS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos - Bloqueadores Beta-Adrenergicos - obsolete	x	(Consents/ Refusals)		
3401 J	Informed Consent/Refusal - Psychotropic Medication - Central Nervous System Stimulants - obsolete	x	(Consents/ Refusals)		
3401 JS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Estimulantes Del Sistema Nervioso Central - obsolete	x	(Consents/ Refusals)		
3401 K	Informed Consent/Refusal - Psychotropic Medication - Mood Stabilizing Agent - obsolete	x	(Consents/ Refusals)		
3401 KS	Consentimiento/ Rechazo Informado- Medicamentos Psicotropicos Agents Estabilizadores Del Animo - obsolete	x	(Consents/ Refusals)		
3401 L	Informed Consent/Refusal - Psychotropic Medication - Clozaril - obsolete	x	(Consents/ Refusals)		
3401 LS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Clozaril - obsolete	x	(Consents/ Refusals)		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3401 M	Informed Consent/Refusal - Psychotropic Medication - Antidepressants - obsolete	x	(Consents/ Refusals)		
3401 MS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Antidepresivos - obsolete	x	(Consents/ Refusals)		
3401 N	Informed Consent/Refusal - Psychotropic Medication - Strattera - obsolete	x	(Consents/ Refusals)		
3401 NS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Strattera - obsolete	x	(Consents/ Refusals)		
3401 P	Informed Consent/Refusal - Non-Formulary - Psychotropic Medication - Antipsychotic Agent - obsolete	x	(Consents/ Refusals)		
3401 PS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Fuera Del Formulario Agent Antipsicotic - obsolete	x	(Consents/ Refusals)		
3401 Q	Informed Consent/Refusal - Non-Formulary - Psychotropic Medication - Anticonvulsant/Mood Stabilizer - obsolete	x	(Consents/ Refusals)		
3401 QS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Fuera Del Formulario Anticonvulsivo/ Estabilizador Del Animo - obsolete	x	(Consents/ Refusals)		
3401 R	Informed Consent/Refusal - Psychotropic Medication - Atypical Antipsychotic Agents - obsolete	x	(Consents/ Refusals)		
3401 RS	Consentimiento/ Rechazo Informado - Medicamentos Psicotropicos Agentes Antipsicoticos Atipicos - obsolete	x	(Consents/ Refusals)		
3401 T	Informed Consent/Refusal - Antihistamine - obsolete	x	(Consents/ Refusals)		
3401 TS	Consentimiento/ Rechazo Informado - Antihistaminico - obsolete	x	(Consents/ Refusals)		
3401 U	Informed Consent/Refusal - Atypical Psychostimulant Modafinil - obsolete	x	(Consents/ Refusals)		
3401 US	Consentimiento/ Rechazo Informado- Psicoestimulante Atipico Modafinilo - obsolete	x	(Consents/ Refusals)		
3401S	Consentimiento Informado Para medicamento Psicotropico		Consents/ Refusals		
3402	Consent for Orthodontic Treatment for Adults		Dental Record	Consents/ Authorizations/DJC Documents	
3402 S	Consentimiento De Adultos Para Tratamiento De Ortodoncia		Dental Record	Consents/ Authorizations/DJC Documents	
3403	Consent for Orthodontic Treatment for Juveniles		Dental Record	Consents/ Authorizations/DJC Documents	
3403 S	Consentimiento Para El Tratamiento De Ortodoncia Para menores		Dental Record	Consents/ Authorizations/DJC Documents	
3404	Consent for Referral of Orthodontic Treatment		Dental Record	Consents/ Authorizations/DJC Documents	
3404S	Consentimiento Para La Referencia Para El Tratamiento De Ortodoncia		Dental Record	Consents/ Authorizations/DJC Documents	
3405	Admission Data Base - DCI Infirmery		Data Base		
3405 A	Admission Data Base-Hemodialysis		Data Base		
3407	IV Flow Record		Flow Sheets		
3410	Record of Intake and Output - DCI Infirmery		Flow Sheets		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3411	Patient Care Conference Record		Patient Care Plans		
3413	Hemodialysis Kardex		Miscellaneous		
3414	Authorization and Consent for Root Canal Treatment (Endodontics) and Drug Administration		Dental Record	Consents/ Authorizations/ DJC Documents	
3414 S	Autorizacion Y Consentimiento Para El Tratamiento De Conducto ( Endodocia) Y Para la Administracion De Medicamentos		Dental Record	Consents/ Authorizations/ DJC Documents	
3415	Physician's Telephone Consultation		Progress Notes		
3416	Authorization and Consent for Root Canal Treatment (Endodontics) and Drug Administration for Juveniles		Dental Record	Consents/ Authorizations/ DJC Documents	
3416 S	Autorizacion y Consentimiento Para El Tratamiento De La Raiz De Canal (Endodoncia) Y Administracion De Medicacion A Juveniles		Dental Record	Consents/ Authorizations/ DJC Documents	
3417	Authorization and Consent to Surgery and Drug Administration for Juveniles		Dental Record	Consents/ Authorizations/ DJC Documents	
3417 S	Autorizacion Y Consentimiento Para Realizar Cirugias Y Administrar Medicamentos A Menores		Dental Record	Consents/ Authorizations/ DJC Documents	
3421	Therapy Vitals Sheet		Flow Sheets		
3422	Renal Transplant Evaluation Dialysis Program		Consultations		
3423	Hemodialysis Treatment (first document under divider)		Flow Sheets		
3424	Chest Pain Assessment Encounter		Progress Notes		
3424 B	Dizziness-Syncope Assessment Encounter - obsolete	x	(Progress Notes)		
3424 C	Dermatological Assessment		Progress Notes		
3424 D	Headache Assessment Encounter - obsolete	x	(Progress Notes)		
3424 E	Headache Diary Flow Sheet		Flow Sheets		
3424 F	Neurological Assessment Flow Sheet		Flow Sheets		
3425	WCCS Offender Intake TB Screening Tool		Data Base		
3428	HCV Treatment Evaluation Care Plan		Patient Care Plans		
3429	Consent/Refusal Hepatitis C Treatment	x	(Consents/ Refusals)		
3429 A	Consent/ Refusal Hepatitis C Treatment Genotype 1		Consents/ Refusals		
3430	Hepatitis Monitoring Flow Sheet		Flow Sheets		
3431	Telemedicine Appointment Notice/Refusal		Correspondence		
3436	Prior Authorization for Non-Urgent Care - used for dental only - file location changed	x	(Dental Record)	(Consents/ Authorizations/ DJC Documents)	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3436	Prior Authorization for Non-Urgent Care - used for dental only		Dental Record	Correspondence	
3436 A	Prior Authorization for Therapeutic Level of Care		Consultations		
3436 S	Pre Autorizacion Para Cuidado Medico-No Urgente		Dental Record	Correspondence	
3436 S	Pre Autorizacion Para Cuidado Medico-No Urgente- file location changed	X	(Dental Record)	(Consents/ Authorizations/ DJC Documents)	
3437	Nurse's Telephone Consultation		Progress Notes		
3439	Diabetes Treatment Care Plan		Patient Care Plans		
3439 A	Diabetic Annual Foot Examination		Patient Care Plans		
3440	Diabetic Education Care Plan - obsolete	X	(Patient Care Plan)		
3441	Diabetic Log		Flow Sheets		
3441 A	Staff Administered Insulin Log		Medications		
3442	Authorization and Consent for Dental Treatment		Dental Record	Consents/ Authorizations/ DJC Documents	
3442 S	Autorizacion Y Consentimiento Para El Tratamiento De higiene Dental		Dental Record	Consents/ Authorizations/ DJC Documents	
3443	Asthma Assessment		Data Base		
3444	Asthma Treatment Care Plan		Patient Care Plans		
3445	Asthma Education Flow Sheet - obsolete	X	(Flow Sheets)		
3446	Asthma Self-Management Care Plan		Patient Care Plans		
3449	Dialysis Access History Log		Right Side in front of Problem List		
3450	Hunger Strike Initial Assessment		Patient Care Plans		
3450 A	Hunger Strike PSU Assessment		Patient Care Plans or PSU Record	Psychological Reports	
3451	Hunger Strike Care Plan		Patient Care Plans		
3452	Acknowledgement of Not Eating or Drinking Information		Consents/ Refusals		
3453	Hepatitis C Treatment Candidate, Psychiatrist Review		Psychiatric Services		
3459	Warfarin Anticoagulation Monitoring Care Plan		Patient Care Plans		
3462	Food Allergy / Intolerance Diet Interview - obsolete	X	(Data Base)		
3463	New Stimulant Request - obsolete	X	(Medications)		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3463 A	Strattera (Atomoxetine) Request - obsolete	X	(Medications)		
3464	Opioid Withdrawal Assessment		Flow Sheets		
3465	Selective Severity Assessment (SSA)		Flow Sheets		
3466	Cardiovascular Risk Assessment - obsolete	X	(Data Base)		
3467	Hypertension Treatment Care Plan Adolescent		Patient Care Plans		
3468	Hypertension/ Dyslipidemia Treatment Care Plan-Adult		Patient Care Plans		
3472	Mental Health Screening Interview		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3472 A	Mental Health Screening Interview - Taycheedah Correctional Institution		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3473	Psychological Services Clinical Contact		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3473 A	Psychological Services Clinical Contact (Monitoring)		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3474	Psychologist Minimum Security Recommendation		PSU Record	Referrals/ Screening/ Contacts	
3475	Bureau of Health Services Request for Restriction Approval- file location changed	X	Correspondence or (Dental Record)	(Consents/ Authorizations/ DJC Documents)	
3475	Bureau of Health Services Request for Restriction Approval		Correspondence or Dental Record	Laboratory/ Miscellaneous	
3479	Infirmiry PCA Flow Sheet		Flow Sheets		
3480	Self Harm Assessment		Original: PSU Record; Copy: Psychological Records (Copies)	Observation/ Restraint/ Seg Reviews	
3482	Non-Formulary Drug Request (Other than Psychotropics)		Medications		
3482 A	Non-Formulary Psychotropic Drug Request		Medications		
3482 B	Quetiapine and Olanzapine Drug Request		Medications		
3482 C	Stimulant and Atomoxetine Drug Request		Medications		
3483	Consent/ Refusal for Recording & Imaging of PHI		Consents/ Refusals		
3483 A	Consent for Electronic Recording of Protected Health Information (PHI)		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
3483 AS	Consentimiento Para Grabacion Electronica De Informacion Protegida De Salud (PHI)		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
3483 S	Consentimiento/ Rechazo De Grabacion Y Grabacion De Imagen De Informatcion Medica Protegida		Consents/ Refusals		
3484	Request for Amendment/Correction of PHI	X	Correspondence or Dental Record or PSU Record	Correspondence or Inmate Correspondence	
3484 A	Request by Former Patient for Amendment/ Correction of Protected Health Information (PHI)		Correspondence or Dental Record or PSU Record	Correspondence or Inmate Correspondence	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3486	DCI Hemodialysis Monthly Summary		Progress Notes		
3487	Request By Current Patient for Restriction on Use/Disclosure of PHI		Correspondence, Dental Record or PSU Record	Correspondence Inmate Correspondence	
3487 A	Request By Former Patient For Restriction on Use/Disclosure of PHI		Correspondence, Dental Record or PSU Record	Correspondence, Inmate Correspondence	
3487 A	Request by Former Patient for Restriction on Use/Disclosure of PHI		Correspondence or PSU Record or Dental Record	Inmate Correspondence, Correspondence	
3487 S	Solicitud Para Restringir El Uso/ Divulgacion De Phi		Correspondence, Dental Record or PSU Record	Correspondence or Inmate Correspondence	
3488	Request for Alternative Communication of PHI		Correspondence or Dental record or PSU Record	Correspondence or Inmate Correspondence	
3488 S	Solicitud Para Comunicacion Alternativa De Phi		Correspondence, PSU Record or Dental Record	Correspondence or Inmate Correspondence	
3489	Request for Accounting of Disclosures of PHI		Correspondence, Dental Record or PSU Record	Correspondence, Inmate Correspondence	
3489 S	Solicitud De Contabilidad De las Divulgaciones De Phi		Correspondence		
3489 S	Solicitud Para La Contabilidad De Las Divulgaciones Hechas De Phi		Correspondence, Dental Record or PSU Record	Correspondence, Inmate Correspondence	
3491	Acknowledgment of Receipt of Notice of DOC Privacy Practices		Consents/ Refusals		
3494	Abnormal Involuntary Movement Scale (AIMS)		Psychiatric Services		
3495	Musculoskeletal Evaluation		Progress Notes		
3496	Psychiatric Report		orig. - Psychiatric Services, copy - PSU Record	Psychiatric Reports	
3497	Special Purpose Evaluation Notice of Examination		PSU Record	Legal Documents/ Consents/ Outside Reports	
3498	Informed Consent for Psychological Services Provided by Intern-Student		PSU Record	Legal Documents/ Consents/ Outside Reports	
3500	Medical Clearance Assessment for Challenge Incarceration Program (CIP)		Data Base		
3500 A	Medical Clearance for County Jails		Data Base		
3500 B	Medical Clearance for Treatment Alternative Program (TAP)		Data Base		
3501	Gastrointestinal Assessment Encounter - obsolete	X	(Progress Notes)		
3503	Psychological Services Intake File Review		PSU Record	Referrals/ Screening/ Contacts	
3504	Infection Control: Patient and Employee Precautions		Correspondence		
3504 A	Infection Control Notice - not filed in chart		(Shred Copy)		Housing Unit
3505	MRSA Case Tracking and Reporting		Laboratory Results		
3506	Psychological Services Session Note		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3508	Notarized Statement for Access to Health Information Regarding a Deceased Person		Consents/ Refusals or PSU Record	Legal Documents/ Consents/ Outside Reports	
3509	Psychology Input for Hearing Officers		PSU Record	Referrals/ Screening/ Contacts	
3509 A	Psychology Input for Security Decisions - TCI		PSU Record	Referrals/ Screening/ Contacts	
3510	Patient Care Plan		Patient Care Plans		
3511	PSU Treatment Plan		PSU Record and Psychological Records (Copies)	Psychological Reports	
3512	Hemodialysis Laboratory Summary		Laboratory Results		
3513	Hemodialysis Medication List		Medications		
3515	Genitourinary Assessment Encounter - obsolete	x	(Progress Notes)		
3516	Respiratory Assessment Encounter - obsolete	x	(Progress Notes)		
3517	Trauma Assessment Encounter - obsolete	x	(Progress Notes)		
3518	Food Allergy/Intolerance Diet Interview		Data Base		
3519	Dialysis Program Patient Care Conference Summary Evaluations		Problem List		
3520	Hemodialysis Patient Orientation		Miscellaneous		
3523	Class III Request for Partial Dentures - file location changed	x	(Dental Record)	(Consents/ Authorizations/ DJC Documents)	
3523	Class III Request for Partial Dentures		Dental Record	Correspondence	
3527	Nutritional Monitor- file location changed.	x	(Miscellaneous)		
3527	Nutritional Monitor		Flow Sheets		
3528	Change of Consultant Recommendations		Consultations		
3529	Mental Health Classification Worksheet - not filed in chart		(Shred Copy)		Shred - after data is entered
3530	Patient Instruction and Provider Documentation Hemodialysis Graft/ Fistula		Miscellaneous		
3531	Sleep Log		PSU Record	Referrals/ Screening/ Contacts	
3532	Transfer Screening		Data Base		
3534	Palliative Care Program Patient Bill of Rights		Consents/ Refusals		
3534S	Declaracion De Derechos Del Programa Paliativo		Consents/ Refusals		
3535	Patient Consent for Palliative Care Program and Request to Discontinue		Consents/ Refusals		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3535 S	Solicitud Del/A Paciente Para Fin De Tratamiento/Cuidado Medico Yo De Vida Solicitud Del/A Paciente Para Descontinuar Participacion En Dicho Programa		Consents/ Refusals		
3536	HIV Care Plan Management		Patient Care Plans		
3537 A	Controlled Medication Non-Adherence		Medications		
3538	Medication Education Log		Medications		
3539	Folstein Mini-Mental State Exam (MMSE)		Data Base		
3539 A	Mini Mental Status Exam Flow Sheet		Flow Sheets		
3540	Monarch Special Management Unit Referral		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3541	Mental Health Assessment Encounter		orig. Progress Notes; copy - PSU Record	Referrals/ Screening/ Contacts	
3544	Adult Informed Consent Psychotropic Medication - Clozaril		Consents/ Refusals		
3547	Restricted Psychotropic Drug Verification - obsolete	x	(Medications)		
3550	Infirmiry Admission - Nurse to Nurse Report - obsolete	x	(Data Base)		
3551	HBV Evaluation and Review Care Plan		Patient Care Plans		
3554	Affidavit of Terminal Condition - copy		Miscellaneous		Attach to Court Doc.
3555	Hemodialysis Access Referral - New Access		Consultations		
3556	Hemodialysis Access Referral - Existing Access		Consultations		
3558	Physical/Occupational Therapy Service Agreement		Consents/ Refusals		
3559	Physical/Occupational Therapy Initial Evaluation		Consultations		
3560	Physical/Occupational Therapy Progress Notes		Consultations		
3561	Physical/Occupational Therapy Discharge Summary		Consultations		
3562	Request for Additional Physical/Occupational Therapy		Consultations		
3563	Notification regarding Guardianship of the Person		Right Side in front of Problem List; Copy - Dental Record or PSU	Medical History, Legal Documents/Consents/ Outside Records	
3564	Chronic Pain Treatment Care Plan		Patient Care Plans		
3565	COPD Treatment Care Plan		Patient Care Plans		
3568	Physical/Occupational Therapy Discontinuance		Correspondence		
3573	Discharge Summary - Infirmiry		Data Base		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3574	Discharge Orders - Infirmary		Prescriber's Orders		
3580 A	Acknowledgment Of Receipt Of CPAP, BIPAP, AUTOPAP		Correspondence		
3584	Inhaler Need Assessment		Patient Care Plans		
3585	Mental Health Pre-Release Summary		PSU Record	Referrals/ Screening/ Contacts	
3586	Seizure Disorder Treatment Care Plan		Patient Care Plans		
3587	Palliative Care Program Interdisciplinary Team (IDT) Care Summary		Patient Care Plans		
3588	Vision/Hearing Screening		Flow Sheets		
3589	Admission History and Physical Examination - Infirmary		Data Base		
3590	Narcotic (OPIOID Analgesic) Chronic Pain Management Agreement		Consents/ Refusals		
3591	Medication Storage Consent/Refusal - MSDF		Consents/ Refusals		
3593	Informed Consent Relating to Risks Associated with use of Oral Bisphosphonate		Dental Record	Consents/ Authorizations/ DJC Documents	
3593 S	Consentimiento Informado Sobre Los Riesgos Asociados Al Uso De Bifosfonato Oral		Dental Record	Consents/ Authorizations/ DJC Documents	
3594	Professional Contact Questionnaire Mental Health		PSU Record	Referrals/ Screening/ Contacts	
3605	Influenza Assessment Encounter - obsolete	x	(Progress Notes)		
3606	H1N1 Screening Questionnaire		Progress Notes		
3611	Influenza Vaccination Screening Questionnaire		Data Base		
3611 S	Cuestionario Para La Vacunacion Contra La Influenza		Data Base		
3612	Affidavit of Extraordinary Health Condition		Miscellaneous		
3613	Medical Summary		Problem List (file behind DOC-3020)		
3614	Activation/De-Activaton of Power of Attorney for Health Care		Active: Orig. - Active - Right Side in front of Problem List (on top of	Medical History or Legal Documents/Consents/Out side Reports	
3615	Acknowledgment of Revocation of Power of Attorney for Health Care		Orig. - Miscellaneous; Copy - Dental Record (after DOC-3018)	Medical History	
3616	Acknowledgment of Revocation of Declaration to Physicians (file on top of revoked DPH-00060, when present)		Miscellaneous		
3617	Patient Revocation of Declaration to Physicians (file on top of Revoked DPH-00060, when present)		Miscellaneous		
3618	Patient Revocation of Power of Attorney for Health Care (POAHC) (file on top of revoked POAHC, when present)		Miscellaneous		
3619	Transfer of Care Referral and Report		Correspondence		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3620	Paraplegia/ Quadriplegia Flow Sheet		Flow Sheets		
3621	Respiratory Care Plan		Patient Care Plans		
3622	Patient Communication		Correspondence		
3626	Dental Evaluation for Obstructive Sleep Apnea - file location changed	X	(Dental Record)	(Diagnosis/ Treatment)	
3626	Dental Evaluation for Obstructive Sleep Apnea		Dental Record	Treatment Notes	
3627	Informed Consent for the Treatment of Obstructive Sleep Apnea with Oral Applications - file location changed	X	(Dental Record)	(Diagnosis/ Treatment)	
3627	Informed Consent for the Treatment of Obstructive Sleep Apnea with Oral Applications		Dental Record	Consents/ Authorizations/ DJC Documents	
3627 S	Consentimiento Informado Para El Tratamiento De La Apnea obstructiva Del Sueno Con Aparatos Bucales		Dental Record	Consents/ Authorizations/ DJC Documents	
3627 S	Consentimiento Informado Para El Tratamiento De La Apnea obstructiva Del Sueno Con Aparatos Bucales - file location changed	X	(Dental Record)	(Diagnosis/ Treatment)	
3628	TAP-3 Oral Appliance Delivery Checklist-file location changed	X	(Dental Record)	(Diagnosis/ Treatment)	
3628	TAP-3 Oral Appliance Delivery Checklist		Dental Record	Treatment Notes	
3629	TAP-3 Oral Appliance Follow-Up Questionnaire - file location changed	X	(Dental Record)	(Diagnosis/ Treatment)	
3629	TAP-3 Oral Appliance Follow-Up Questionnaire		Dental Record	Treatment Notes	
3631	Infirmary Medication Reconciliation Record		Prescriber's Orders		
3632	Monarch Special Management Unit (MSMU) Treatment Plan		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3635	Nursing Admission Assessment - Infirmary		Data Base		
3636	Intake Medical Clearance Questionnaire (behind DOC-3018)		Data Base		
3639	Nursing Encounter Protocols		Progress Notes		
3640	Health Recommendations Upon Release/ Discharge of Female Youth		Correspondence		
3641	Monarch Special Management Unit (MSMU) Discharge Plan		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3642	Behavioral Management Plan		PSU Record and Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3642 A	Behavioral Management Plan		orig. - PSU Record, copy - Psychological Records (Copies)	Referrals/ Screening/ Contacts	
3643	Sleep Study Evaluation Tool		Patient Care Plans		
3645	Infirmary Patient Kardex		Patient Care Plans		
3646	Infirmary RN Assessment - obsolete	X	Flow Sheets		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3647	Monthly Nursing Summary Flow Sheet - obsolete	x	Flow Sheets		
3648	Dental Pain/Swelling/Bleeding Encounter		Progress Notes		
3648	Dental Pain/ Swelling/ Bleeding Encounter		Progress Notes or Dental Record	Correspondence	
3658	Mental Health Group Progress Notes		PSU Record	Referrals/ Screening/ Contacts	
3659	Mental Health Brief Notes		PSU Record	Referrals/ Screening/ Contacts	
3660	Challenge Incarceration Program (CIP) Exercise Injury Rehab Instruction		Correspondence		
3661	Authorization for Chronic Opioid Use		Consultations		
3663	General Population Treatment Plan		Original: PSU Record; Copy: Psychological Records (Copies)	TBD	
3664	Fall Assessment Tool		Flow Sheets		
3665	BPH/Prostate Symptom Flowsheet		Flow Sheets		
3665 A	BPH/Prostate Symptom Score Sheet		Flow Sheets		
3667	Lab Monitoring Psychotropic Medication		Patient Care Plans		
3670	Memo from Health Service Unit Practitioner to Patient (not in response to correspondence from patient)		Correspondence		
3676	Sickle Cell Disease Treatment Care Plan		Patient Care Plans		
3677	Peritoneal Dialysis Daily Flowsheet		Flow Sheets		
3678	Levothyroxine & TSH Monitoring Patient Care Plan		Patient Care Plans		
3679	Hemodialysis Exercise Flow Sheet Pedal Cycle		Flow Sheets		
3680	Order/Return CPAP BIPAP AUTOPAP		Correspondence		
3681	Manual Exchange Dialysis Quiz		Miscellaneous		
3682	Liverty Cyclor Training Test		Miscellaneous		
3683	Peritoneal Dialysis Prescription Form		Prescriber's Orders		
3684	Peritoneal Dialysis Monthly Clinic Visit		Progress Notes		
3685	Anemia Management		Flow Sheets		
3687	CRIT-Line Monitor Flowsheet		Flow Sheets		
3689	Inmate Worker Abilities and Limitations		PSU Record	Psychological Reports	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
3690	Infirmary Restorative Flowsheet		Flow Sheets		
3693	Victim Disclosures (Preparation for Polygraph)		PSU Record	SOT/Ch.980	
3694	PTSD Screen		PSU Record	Referrals/ Screening/ Contacts	
3695	Notice Of Need For Interpreter-For Off-Site Medical Care		Correspondence		
3696	Consent To Follow Hemodialysis Rules		Consents/ Refusals		
3697	Peritoneal Dialysis Cell Visit Checklist		Miscellaneous		
3698	Peritoneal Dialysis CAPD Training Release Form		Miscellaneous		
3699	Peritoneal Dialysis CCPD Training Release Form		Miscellaneous		
3700	CAPD Training Check List		Miscellaneous		
3701	CCPD Cyclor Training Check List		Miscellaneous		
3702	Chronic Condition Treatment Care Plan		Patient Care Plans		
3707	Patient Care Plan for Volunteers		Flow Sheets		
3718	Transplant Evaluation Log		Data Base- after DOC-3589		
CCA 13-16 A	Initial Health Screening Form		Data Base		
CCA 13-16 C	Inmate Health Appraisal Form		Data Base		
CCA 13-16 I	Medical Transport/Information/ Payment Request Form		Consultations		
CCA 13-17 A	Intake Mental Health Screening Form		Psychiatric Services		
CCA 13-17 B	Mental Health Evaluation		Psychiatric Services		
CCA 13-40 A	Inmate/ Resident Health Appraisal Form		Data Base		
CCA 13-42 A	Pre-Segregation Health Evaluation		Flow Sheets		
CCA 13-50 A	Initial Health Screening Form		Data Base		
CCA 13-58 A	Inmate/ Resident Consult Report from Provider		Consultations		
CCA 13-6 C1	Diabetes Clinic - Initial Visit		Progress Notes		
CCA 13-6 D2	Hypertension Clinic - Follow up visit		Progress Notes		
CCA 13-61 C	Mental Health Treatment Plan		Patient Care Plans		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
CCA 13-64 B	Offsite Transportation Information/ Payment Request Form		Consultations		
CCA 13-69 A	Observation Monitoring Form		Flow Sheets		
CCA 13-85 A	Therapeutic Diet Request		Data Base		
CCA 13-86 A	Transfer Screening Form		Data Base		
CCA 13-87 C	Immunization TB/ Record		Data Base		
CCA 13-87 E	Inmate/Resident Initial and Annual Symptom Screening		Data Base		
DOH 4338	Wisconsin Human Immunodeficiency Virus (HIV) Infection Confidential Case Report		Correspondence		
DPH 0060	Living Will (Declaration to Physicians)		Active - Right Side in front of Problem List; Deactive - Miscellaneous		
DPH 0085	Power of Attorney for Health Care		Right Side in front of Problem List - active; Miscellaneous when		
DPH -4151	Acute and Communicable Disease Case Report		Correspondence		
DPH -4243	Sexually Transmitted Diseases Morbidity and Epidemiologic Case Report		Correspondence		
DPH 4763	Do Not Resuscitate		Right Side in front of Problem List - active; Miscellaneous when		
DPH 7119	Ambulance Report		Consultations		
F-00038	Agreement for Coping Skills Program at WRC		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-00069	WRC Participation Agreement		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-00215 A	Medication Administration Record - Colonoscopy Prep Orders		Prescriber's Orders		
F-00578	Progress Note-Primary Care		Progress Notes		
F-00578 A	Primary Care- Intial Physical Exam		Data Base		
F00600	Medical Nutrition Therapy-Progress Notes		Data Base		
F-00600	Medical Nutrition Therapy-Progress Notes		Data Base		
F-00775	Record Assembly Request		Consents/ Refusals (attached to authorization)		
F-00879	Biopsychosocial Problem List		Orig - Problem List; copy -Dental Record or PSU Record	Consents/ Outside Reports or Medical History	
F-0457 J	Progress Note		Progress Notes (when completed by HSU/PSU staff)		
F-20056	Urinalysis Request/ Report		Laboratory Results		
F-20057	Therapeutic Drug Assay Request/Report		Laboratory Results		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-20058	Miscellaneous Chemistry Request/Report		Laboratory Results		
F-20059	Culture/ Susceptibility Request/Report		Laboratory Results		
F-20063	Hematology Request/Report		Laboratory Results		
F-20075	Refusal of Recommended Treatment/Test		Consents/ Refusals		
F-20106	On Unit Medication Record For Individual		Medications		
F-20126	Inmate/Patient Accident/Injury Report - not filed in chart		(Shred Copy)		WRC - HSU
F-20135	Annual Report for Known Positive TB Skin Test		Data Base		
F-20148	Individualized Treatment Plan - Problem Identification and Long-Term Goals		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20148 D	Safety/Security Precautions		Correspondence		
F-20159	Medical Restrictions / Special Needs		Correspondence		
F-20159	Inmate/ Patient Health Care Monitoring/ Intervention Notification- NAME CHANGE	x	(Correspondence)		
F-20172	Medication/ Treatment Record - obsolete	x	(Medications Record)		
F-20179	Conference Summary		Psychiatric Services or PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20195	Data Base - Social Service		(Shred Copy)		Social Service File
F-20195 A	Initial Assessment - Social Service - not filed in chart		(Shred Copy)		Social Service File
F-20227 B	Assessment Pain Scale Brief Inventory		Progress Notes		
F-20284	Dental Diagnosis/ Treatment Record		Dental Record	Treatment Notes	
F-20284	Dental Diagnosis/ Treatment Record - file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
F-20286	Dental Examination and Record Chart - file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
F-20286	Dental Examination and Record Chart		Dental Record	Oral Examination	
F-20289	Consent - Treatment/Surgical Procedure		Consents/ Refusals		
F-20457 I	Progree Notes- Nursing Report		Progress Notes		
F-20473	Electronencephalographic Request		Medical Imaging		
F-20549	Consent for Psychological Assessment and Evaluation		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20556	Progress Notes - Psychiatric (first document under divider)		Psychiatric Services		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-20556 B	Psychiatric Report - Update Note		Orig. -Psychiatric Services, copy- PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20556 C	Psychiatric Report - Discharge		Orig. - Psychiatric Services, copy- PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20556 D	Psychiatric Report -Progress Notes		orig.- Psychiatric Services, copy PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20557	Nursing Progress Notes		Psychiatric Services		
F-20589	Admission Care and Confidentiality Information		Consents/ Refusals		
F-20646	Nutritional Monitor		Flow Sheets		
F-20657 B	Care Plan - Hunger Strike		Patient Care Plans		
F-20715	Review for Mental Health Placement - WRC Response		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-20960	Medical Emergency Report		Progress Notes		
F-21026	Protime/ Coumadin Record		Medications Record		
F-21095	Diet Flow Chart (if special diet ordered)		Data Base		
F-21095 A	Diet Order Change - obsolete	x	(Data Base)		
F-21097	Nutrition History and Assessment (if Dietician Consult ordered)		Data Base		
F-21180	Patient Release Record - not filed in chart		(Shred Copy)		Records Office
F-21211	X-Ray Report - Patient		Medical Imaging		
F-21212	Electroencephalogram Report		Medical Imaging		
F-21248	Data Base - Medical		Data Base		
F-21250	Initial Nursing Assessment		Data Base		
F-21271	General Medical And Psychiatric Discharge Checklist		Psychiatric Services		
F-21405	Property Inventory - not filed in chart		(Shred Copy)		Records Office
F-21500	Vocational Workshop Program Participation Evaluation Performance Notes		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-21504	Consent/Refusal for Dental Services		Dental Record	Consents/ Authorizations/ DJC Documents	
F-21506	Assessment Packet-Admission		PSU Record and Psychological Records (Copies)	Legal Documents/ Consents/ Outside Reports	
F-21818 A	Dietary Teaching and Learning Record		Miscellaneous		
F-22728	End Stage Renal Disease Medical Evidence Report		Miscellaneous		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-22750	Patient Care Information		Correspondence		
F-22750 A	Patient Care Information		Correspondence		
F-23211 A	Weight/ Height Record		Flow Sheets		
F-23386	Patient HIV Testing Consent/Denial		Consents/ Refusals		
F-23792 A	Sleep Record		Flow Sheets		
F-24013 A	Physical Exam-Male		Data Base		
F-24013 B	Initial Health Assessment and Medical History		Data Base		
F-24214	Dyskinesia Identification		Data Base		
F-24214	Dyskinesia Identification		Data Base		
F-24277	Informed Consent for Medication		Consents/ Refusals		
F-24783 A	Inmate Problem Rating Scale - obsolete	x	(PSU Record)	Legal Documents/ Consents/ Outside Reports	
F-24954	Psychological Brief Discharge Summary		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25194	Vital Signs/ Height/ Weight Record		Flow Sheets		
F-25237	Medical Admission Evaluation		Data Base		
F-25322	Release Information - not filed in chart		(Shred Copy)		WRC-Gatehouse
F-25491	Drug Utilization		Psychiatric Services		
F-25507 A	Assessment-Admitting Physician		Data Base		
F-25507 A	Assessment-Admitting Physician - suffix changed to F-25507A	x	(Data Base)		
F-25507 B	Initial Psychiatric Assessment		Psychiatric Services		
F-25512 A	Assessment - Neurological Check Flow Sheet		Flow Sheets		
F-25513	Health Service Requests		Patient Request Folder		
F-25596	Care Plan - Inmate - obsolete	x	(PSU Record)	(Legal Documents/ Consents/ Outside Reports)	
F-25596 B	Initial Treatment Learning Plan - copy		Patient Care Plans or PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25596 C	Treatment Learning Plan/ Release Transfer Summary - Community		Patient Care Plans		
F-25596 C	Treatment Learning Plan-Inmate		Patient Care Plans		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-25596 D	Release Transfer Summary - copy		Patient Care Plans or PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25605	Discharge Instruction		Correspondence		
F-25610 A	MJTC Transfer Summary Psychiatrist		Psychiatric Services		
F-25610 C	MJTC Transfer Summary Nursing		Correspondence		
F-25623	Program Participation Evaluation Performance Notes		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25623 B	Program Participation Evaluation - Coping Skills		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25636	INH Chemoprophylaxis Record		Flow Sheets		
F-25641	Optometric Examination Record		Optical		
F-25644	Initial Entrance Screening		Data Base		
F-25644	Initial Entrance Screening - DDE changed suffix	x	(Data Base)		
F-25665	Psychological Admission Summary		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25666	Psychological Assessment Report		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25669 A	Psychological Progress Notes (copy)		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25672	Health Services Progress Notes		Progress Notes		
F-25674	Initial Social Services Assessment - not filed in chart		(Shred Copy)		Records Office
F-25674 A	Assessment - Initial/ Social Services - Patient (copy)		PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25692	Patient Participation in Treatment Planning Session Acknowledgment		Consents/ Refusals		
F-25693 G	Seclusion/ Restraint Justification and Authorization - used at Sand Ridge		Miscellaneous		
F-25693 H	Seclusion/ Restraint Status Checks - used at Sand Ridge		Miscellaneous		
F-25693 I	Seclusion/ Restraint Progress Note - used at Sand Ridge		Miscellaneous		
F-25693 J	Seclusion/ Restraint Assessment Notes - used at Sand Ridge		Miscellaneous		
F-25693 K	Seclusion/ Restraint Progress Note - used at Sand Ridge		Miscellaneous		
F-25713	Social Services Chronological History Records - not filed in chart		(Shred Copy)		Social Service File
F-25819	Discharge Summary		Psychiatric Services or PSU Record	Legal Documents/ Consents/ Outside Reports	
F-25820	Initial Assessment		Psychiatric Services		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-25908	Health Transfer Summary		Correspondence		
F-25944	Modified Diet Order		Data Base		
F-25975	Assessment - Patient Health in Mechanical Restraints		Flow Sheets		
F-26010	Consultation Note - Medical Clinic		Consultations		
F-26025	Aftercare Plan on Discharge/Extended Home Visit		Correspondence		
F-26053	Meal Refusal Documentation - not filed in chart		(Shred Copy)		WRC - Security Office
F-26091	Personal Indicators For Care - not filed in chart		(Shred Copy)		WRC - HSU
F-26108	Sleep/ Rest Pattern Disruption		Flow Sheets		
F-26108 A	Risk for Falls		Patient Care Plans		
F-26138	HCV Evaluation & Referral Care Plan		Patient Care Plans		
F-26138 A	Hepatitis C Treatment Candidate, Psychiatrist Review		Psychiatric Services		
F-26138 B	Hepatitis C (HCV) Treatment Consent		Consents/ Refusals		
F-26138 C	Hepatitis C (HCV) Treatment Flow Sheet		Flow Sheets		
F-26139	Diabetes Mellitus Treatment Care Plan		Patient Care Plans		
F-26139 A	Diabetic Annual Foot Examination		Patient Care Plans		
F-26139 B	Diabetic Education Care Plan		Patient Care Plans		
F-26139 C	Diabetic Log		Flow Sheets		
F-26140	HIV Positive Flow Sheet		Flow Sheets		
F-26141	Asthma Treatment Care Plan		Patient Care Plans		
F-26141 A	Assessment - Asthma		Patient Care Plans		
F-26141 B	Asthma Self - Management Care Plan		Patient Care Plans		
F-26142	Hypertension/ Dyslipidemia Treatment Care Plan-Adult		Patient Care Plans		
F-26142 A	Assessment - Cardiovascular Risk		Data Base		
F-26142 B	Flow Sheet - Vitals		Flow Sheets		
F-26143	Dental Service Requests - file location changed	X	(Dental Record)	(Correspondence)	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
F-26143	Dental Service Requests		Dental Record	Dental Service Requests	
F-42024	Vaccine Fahrenheit Temperature Log		Flow Sheets		
F-44000	Wisconsin Antituberculosis Therapy Program Initial Request for Medication		Correspondence		
F-44264	AIDS Case Report		Correspondence		
F-44702	Vaccine Administration Record		Consents/ Refusals		
	Admission History and Physical - Dictated - now DOC-3589	x	(Data Base)		
	Adult ADHD Self-Report Scale (ASRS-v1.1) Symptom Checklist	x	(Shred Copy)		N/A
	Advance Directive: DNR, POA, Declaration to Physician		Left Inside Cover		
	Advanced Directive Label		Front Cover		
	AED Use Summary		Medical Imaging		
	Allergies Label		Left Inside Cover		
	Annual Review		Data Base		
	Anti-Coagulant Therapy Label		Left Inside Cover		
	Barium studies		Medical Imaging		
	Biopsy		Laboratory Results		
	Bladder Scan		Medical Imaging		
	Body Composition Analyzer		Medical Imaging		
	Canteen Items Ordered		Correspondence		
	Cardiac Care Label		Left Inside Cover		
	Cardiac Catheterization Procedure		Medical Imaging		
	Care Plans: Other		Patient Care Plans		
	Catheterization and Coronary Arteriography		Medical Imaging		
	Central Pharmacy Level 1 Drug Interaction Notice		Correspondence		
	Certificate of Completion - not filed in chart		(Shred Copy)		Shred

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	CES-D Scale		PSU Record	Referrals/ Screening/ Contacts	
	Clinical Restriction Notification		Correspondence		
	Clozapine Prescription Access System - not filed in chart		(Shred Copy)		Shred
	Colonoscopy		Medical Imaging		
	Communicable Disease Division		Laboratory Results		
	Confidential Memo DCI Primary Care Health Service Unit		Correspondence		
	Confidential Psychological Information		PSU Record	Legal Documents/ Consents/ Outside Reports	
	Consideration for Special Handling-Memo		Correspondence		
	Coronary Heart Disease (CHD) Score Sheet for Men		Patient Care Plans		
	Correctional Mental Health Screen for Men CMHS-M - not filed in chart		(Shred Copy)		Shred
	Correspondence regarding patient between HSU/ PSU/ Central Pharmacy (not addressed patient)		Correspondence		
	Correspondence to patient from HSU/ PSU/ Central Pharmacy (not in response to correspondence from patient)		Correspondence		
	Court Documents and Orders terminated by court or expired		Miscellaneous		
	Court Documents and Orders: Guardianship, Ch. 51 Commitment and others for treatment, etc (only orders in effect)		Right Side in front of Problem List		
	Court Order Expires Label		Front Cover		
	Court Ordered Evaluation/Treatment (in effect)		PSU Record	Legal Documents/ Consents/ Outside Reports	
	CT Scans		Medical Imaging		
	Cytology/ Tissue Requisition		Laboratory Results		
	DDES Progress Notes (WRC)		PSU Record	Legal Documents/ Consents/ Outside Reports	
	Deceased Label		Front Cover		
	Dental Laboratory Work Authorization		Dental Record	Laboratory/ Miscellaneous	
	Dental Service Requests for Juveniles-DJC - obsolete	X	(Dental Record)	(Correspondence)	
	Diabetic Label		Left Inside Cover		
	Diets - other		Data Base		
	DJC Documents with cover sheets, stapled together		PSU Record	Psychological Reports	

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	Domestic Violence Counseling Evaluation - OSCI		PSU Record	Referrals/ Screening/ Contacts	
	Dynacare Laboratories Request Canary Copy - not filed in chart		(Shred Copy)		Shred
	Dyslipidemia Label		Left Inside Cover		
	Echocardiology and Doppler Echo Report		Medical Imaging		
	EEG Reports		Medical Imaging		
	EKG/ ECG Reports		Medical Imaging		
	EMG		Medical Imaging		
	Glasses Order Forms Copies from Contract Vendors		Optical Sleeve		
	Glasses Receipt Form Signed by Inmate		Optical		
	Growth Charts		Flow Sheets		
	Guardian of the Person		Front Cover		
	Hard of Hearing Label		Left Inside Cover		
	Health Evaluation		Data Base		
	Health Service Requests - County Jails		Patient Request Folder		
	Health Services Classification		Data Base		
	Holter Monitor		Consultations		
	HSU Inmate Hospitalization Notification		(Shred Copy)		
	Hypertension Label		Left Inside Cover		
	Infirmiry Discharge Memo		Data Base		
	Infirmiry Discharge Summary, typed document - now DOC-3573	x	(Data Base)		
	Infirmiry Nursing Care Plan - DCI		Patient Care Plans		
	Initial Medical Screening		Data Base		
	Inmate Correspondence - Dental		Dental Record	Correspondence	
	Inmate Letters		PSU Record	Inmate Correspondence	
	Inmate Medical Screening Form - Jail Contract		Data Base		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	Inmate Patient Orientation to DCI Infirmary - Unit 25		Correspondence		
	Inmate Retention Program (IRP) Cover Letter		Correspondence		
	Institutional Converter - obsolete	x	(Data Base)		
	Inventory of Depressive Symptomatology (Self Report) - not filed in chart	x	(Shred Copy)		Shred
	Jail Contract: Medical/Booking Questions		Data Base		
	Jail Documentation - when prior to incarceration		Miscellaneous		
	Lab results relating to urine/ blood/ stool/ cell/ tissue (non-numbered forms/ reports)		Laboratory Results		
	Laboratory Reports from Dynacare and other laboratories including off-site such as UWHC		Laboratory Results		
	Laboratory Reports related to completed DOC-3001		Laboratory Results		
	Legal Correspondence		PSU Record	Restricted Access	
	Letters of Guardianship (in effect)		PSU Record	Legal Documents/ Consents/ Outside Reports	
	Letters/notes FROM inmates TO health staff		Patient Request Folder		
	Limited English Proficiency Label		Front Cover		
	Limited Exam /Consultation		Dental Record	Correspondence	
	Limited Exam/Consultation (DCI Oral Surgeon)		Dental Record	Correspondence	
	Limited Vision Label		Left Inside Cover		
	Lipid Profile		Patient Care Plans		
	Mammogram		Medical Imaging		
	Medical Alert Label		Front Cover		
	Medical Diet Order		Data Base		
	Medical Imaging reports related to completed DOC-3001		Medical Imaging		
	Medical Imaging Sleeve with Medical Imaging CD's		Right Side in front of Problem List		
	Medical Memos between DOC health care providers		Correspondence		
	Medication Administration Record (MAR) (CPS)		Medications Record		
	Medication Information Form - memo		Correspondence		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	Medication Tear Tags - no longer used	x	(Patient Request Folder)		
	MRA reports		Medical Imaging		
	MRI Pre-Screening Form		Consultations		
	MRI Reports		Medical Imaging		
	Multi-Volume Chart Label		Front Cover		
	Name Alert Label		Front Cover		
	Nuclear medicine reports		Medical Imaging		
	Offender Face Sheet - no longer filed in chart	x	(Data Base)		
	Offender name labels - sheet		Right Side in front of Problem List or Dental Record	Laboratory/ Miscellaneous	
	Officer Receipt of Controlled Medications Record - not filed in chart		(Shred Copy)		HSM
	Out of State Health Screening Checklist - name change	x	(Data Base)		
	Panoramic X-Rays		Dental Record	Inside Front Cover Pocket	
	Paternity Court Order		Miscellaneous		
	Patient has BLUE Infirmiry Chart Label		Front Cover		
	Patient has RED Hemodialysis Chart Label		Front Cover		
	Patient has RED Hemodialysis Chart Label		Flow Sheets		
	Patient Health Questionnaire (PHQ-9) - not filed in chart	x	(Shred Copy)		Shred
	Perfusion Study/Scans		Medical Imaging		
	Periodontal Screening Examination		Dental Record	Treatment Notes	
	Periodontal Screening Examination - file location changed	x	(Dental Record)	(Diagnosis/ Treatment)	
	Perpetual Inventory Delivery Record - not filed in chart		(Shred Copy)		HSM
	PET Scans		Medical Imaging		
	Plastic pocket (UW ID card, Rolodex cards) - no longer placed in the chart	x	(Left Inside Cover)		
	Police Reports (copy)		PSU Record	Restricted Access	
	Polysomnogram Report - UW		Medical Imaging		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	Potential Drug Interaction		Correspondence		
	Premedicate Label		Left Inside Cover		
	Pre-sentence Investigation Reports (copy)		PSU Record	Restricted Access	
	Psychiatric Services Referral		Correspondence		
	Psychological Services Progress Notes		PSU Record	Psychological Reports	
	Psychological Test Instruments (copyrighted/proprietary)		PSU Record	Restricted Access	
	Psychological Test Results and Reports (do not file test instrument here unless it cannot be separated from results/report)		PSU Record	Psychological Reports	
	Pulmonary Function (FV)		Medical Imaging		
	Receiving Medical Screening		Data Base		
	Respiratory Condition Label		Left Inside Cover		
	Retrieval Information (PSU)		PSU Record	Legal Documents/ Consents/ Outside Reports	
	Retrieval Information/ collateral Information from off-site providers prior to incarceration/ commitment: all documents		Miscellaneous		
	Review Summary (for Class III-electronically) (McKesson)		Consultations		
	SCI Medical Restrictions/Special Needs Committee Memo		(Shred Copy)		
	Seizure Disorder Label		Left Inside Cover		
	Sex Offender Assignments		PSU Record	SOT/Ch.980	
	Sex Offender Session Logs/Assignments		PSU Record	SOT/Ch.980	
	Spirometry Test		Medical Imaging		
	Surgical Consent		Dental Record- not filed in chart		
	Taycheedah Intake Forms (no longer used)		Data Base		
	TB Summary Report - WRC		Data Base		
	Temporary File Label		Front Cover		
	Texas Uniform Health Status Update		Data Base		
	Tinea Versicolor-Teaching Sheet		Correspondence		
	Trans-Telephonic Arrhythmia Monitor Report		Medical Imaging		

1st	2nd	3rd	4th	5th	6th
Form #	Title	Hist	File Location	Multi-Section PSU or DSU Record	Forward Original to
	Treatment Plans/ Multidisciplinary Notes/ Other Progress Notes		PSU Record	Referrals/ Screening/ Contacts	
	Treatment Summaries		PSU Record	Psychological Reports	
	Tuberculin Test Records		Data Base		
	Tuberculosis Questionnaire		Data Base		
	Ultrasound Reports		Medical Imaging		
	Victim Statements (copy)		PSU Record	Restricted Access	
	Visual Field Charts		Optical		
	Wisconsin Immunization Registry (print-out from the website)		Data Base		
	X-Ray Report		Medical Imaging		
	X-Rays stored mounted or in coin envelopes -Dental		Dental Record	Inside Front Cover Pocket	