

DAI 500.50.02 Health Care Record Format, Content and Documentation
Attachment B – Health Care Records Supply List
Effective Date: 10/03/16

Order supplies from CMR by emailing CMR mailbox:
DOC DAI DCI Central Medical Records
See DAI Policy 500.40.03 – Attachment E for information about ordering Dental Record Supplies

PRODUCT	DOC FORM NUMBER OR ITEM NUMBER	SUPPLIER
Chart Covers/Folders		
Gray chart covers (Medical Charts)	N/A	CMR
Rust chart covers (Hemodialysis Charts)	SMDBR129	Staples
Orange/manila folders (for short term inmate admissions)	N/A	CMR (Note: MSDF orders their own)
Manila folder (Patient Request Folder)	STP116723	Staples
PSU Record (multi-section multi-prong chart covers)	614453	Staples
Metal prongs (used for Medical & Dialysis Charts)	ACC12995	Staples
Transportation Bags		
Black Bags	N/A	DCI-HSU
Locks for black bags	84 -1- 06 (5000/carton)	Associated Bag 800-926-6100
Labels/Tabs		
Name labels for charts	AVE5366	Staples
Name labels for STIA(orange) folders (for short term inmate admissions)	AVE5366	Staples
Name labels for Patient Requests folders	AVE5366	Staples
Name/DOC # labels (for placement on DOC forms)	AVE5366	Staples
Alpha labels	#8848 (specify letter)	OnCourse Info. Services 414-352-9700
Year band labels	N/A	CMR
Green Sex Offender labels for PSU	CEG03242	Staples
Black AODA labels for PSU	N/A	CMR

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PRODUCT	DOC FORM NUMBER OR ITEM NUMBER	SUPPLIER
Labels – <u>Outside</u> of Chart Cover <ul style="list-style-type: none"> • Deceased • Legal Alert • Limited English Proficiency • Medical Alert • Multi-Volume Chart • Name Alert • Replacement Record • Patient Has a BLUE Infirmiry Chart • Patient Has a RED Hemodialysis Chart Labels – <u>Inside</u> of Chart Cover <ul style="list-style-type: none"> • Advance Directive: DNR, POA, Declaration to Physician • Allergies • Anti-Coagulant Therapy • Cardiac Care • Court Order to Treat • Diabetic • Dialysis – Hemo or PD • Dyslipidemia • Guardian of the Person • Hard of Hearing • Hypertension • Limited Vision • Premedicate • Respiratory Condition • Seizure Disorder 	N/A	CMR
Confidential Health Care Records – Open and Inspect in Presence of Inmate label	N/A	CMR
Copy Received from Offender	N/A	CMR
Yellow Index tabs (separate incarcerations in Medical Charts)	AVE11501	Staples

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PRODUCT	DOC FORM NUMBER OR ITEM NUMBER	SUPPLIER
DOC Forms/Envelopes		
DOC Forms: not printed/copied at facility; e.g., multi-ply, card stock, etc.)	various	DOC Forms Center
Medications Record (blue envelope)	DOC-3469 (males) DOC-3469A (females)	DOC Forms Center
Psychological Records (Copies) (white envelope)	DOC-3370 (males) DOC-3370B (females)	DOC Forms Center
Psychological Services Unit Record (yellow envelope)	DOC-3370A (males) DOC-3370C (females)	DOC Forms Center
Psychological Services Unit Record – AODA (tan envelope)	DOC-3740 (males) DOC-3740A (females)	DOC Forms Center
Chart Dividers		
POMR Chart Divider Sets (15)	DOC-3218	DOC Forms Center
Consents/Refusals Dividers	N/A	CMR
Correspondence Dividers	N/A	CMR
Medical Imaging Dividers	N/A	CMR
Optical Dividers	N/A	CMR
Miscellaneous		
Plastic Sleeve/Sheet Protector (for Optical Section & medical imaging CDs)	STP489131	Staples
DJC Dental Records cover sheet (Re-entry Red)	N/A	CMR
DJC Psychological Records cover sheet (Terra Green)	N/A	CMR
Tyvek envelopes (White) sizes: 10 x 13 x 2 12 x 16 x 2	534610 534875	Staples