

DAI 500.50.08 Access by Inmate Patients to Their Health Care Records
Attachment B – Redacting Instructions
Effective Date: 08/25/14

As discussed in the policy, information cited in a DOC document that was obtained from a Presentence Investigation Report (PSI) cannot be viewed by or copied for an inmate patient per Wisconsin law. If the reviewing employee finds PSI information in a document such as the DOC-2295, DOC-1490 or DOC-3473, the employee shall follow these instructions to redact the information which cannot be viewed by or copied for the inmate patient.

- Make a copy of the document containing the PSI information.
- Return the original document to the proper filing location in the PSU Record.
- On the copy, not the original, use a black permanent marker, liquid white-out or white-out tape to cover-up (redact) the information from the PSI.
- Make a copy of the above redacted document; i.e., the document on which a marker, liquid white-out, or white-out tape was applied.
- Shred the document on which the marker, white-out liquid or white-out tape was applied.
- Review the copy of the redacted document to determine that the redacted information cannot be read.
 - Sometimes when a black marker is used, words/numbers can be read on the first or second copy of the redacted document when held up to a light source.
 - Continue to blacken the redacted information on subsequent copies until redacted information cannot be read on the copy. Due to the increased sensitivity of the Multi-Function Devices, this has become a more frequent problem.
 - Shred all copies except for the final one on which no redacted information can be read.
- Attach a POC-52 Notice of Redaction and Withholding of Documents to the document(s) that has/have been redacted prior to the record review by the inmate patient, or before providing the copies to the inmate patient. Check the third box on the POC-052 indicating that information from a PSI has been redacted.