

**DAI Policy 500.50.09 – Disclosure of Protected Health Information (PHI) With Inmate Patient
Authorization and Court Orders
Attachment D – Records to Send to DDB
Effective Date: 08/25/14**

A. Per an agreement with the DDB, copy the following documents within requested date frame:

1. Medical Chart

- Intake Screening/ Medical History (DOC-3018, or equivalent) – Located in Data Base Section
- Physical Exam (DOC-3019, or equivalent) – Located in Data Base Section
- Med Classification (DOC-3050, or equivalent) – Located in Data Base Section
- Infirmiry Discharge Summaries (DOC-3573, or equivalent) – Located in Data Base Section
- All under Progress Notes Divider
- All under Consultations Divider
- All under Psychiatric Services Divider
- All under Laboratory Results Divider
- All under Medical Imaging Divider
- Health Summary (DOC-3003, or equivalent) – Located in Correspondence Section

2. PSU Record

- All documents under Psychological Reports, Referrals/Screening/Contacts, and Ch. 980/SOT Sections.
- Only WRC documents under Legal Documents/Consents/Outside Records Section.
- Review documents, primarily those listed below, to determine if references to the Pre-Sentence Investigation Report are included, so that that information can be redacted. Both direct quotes and summaries of the information from a PSI need to be redacted. See Attachment D about redacting.
 - ✓ DOC-2295 – Special Purpose Evaluation
 - ✓ DOC-1490 – End of Confinement Review Board
 - ✓ DOC-0223 – Psychiatric Services Report
 - ✓ DOC-3473 – Psychological Clinical Contact
- Do not copy copyrighted documents, such as test instruments and test results.
- Do not copy a Pre-Sentence Investigation Report.
- Do not copy a victim statement.

B. Check all documents for correct name and DOC number before copying.

C. Copy both sides of two-sided forms.

D. Be sure to copy documents so that no part of a page is cut off.

E. Provide other documents when specifically requested by DDB.