

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.50.23	Page 1 of 7
	Original Effective Date: 11/19/01	New Effective Date: 06/01/16
	Supersedes: 500.50.23	Dated: 11/25/14
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

POLICY

The Division of Adult Institutions shall ensure the Short Term Inmate Admission Health Care Record is used for an inmate patient during a short term stay in a Division of Adult Institutions facility, unless the Health Care Record pertaining to a prior incarceration has been obtained from Central Medical Records or Inactive Women's Medical Records.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2014, P-H-01 – Health Record Format and Contents
DAI Policy 500.50.02 – Health Care Record Content and Format
DAI Policy 500.50.06 – Management of Health Care Record
Attachment – Requests to IWMR-CMR – General Guidelines

DEFINITIONS, ACRONYMS, AND FORMS

CMR – Central Medical Records at Dodge Correctional Institution

DCI – Dodge Correctional Institution

DOC – Department of Corrections

DSU – Dental Services Unit

Health Care Record (HCR) – Official confidential DOC record created and maintained for each patient consisting of all or some of the following components: Medical Chart, Dental Services Record, Dialysis Chart, Psychological Records-Copies envelope, Medications Record envelope, Patient Request Folder, Psychological Services Unit Record, Psychological Services Unit Record – AODA envelope, and other components as defined by the BHS.

Health Information – Any information, including genetic information, whether oral or recorded in any form or medium, that: is created or received by a health care provider, health plan, public health authority, employer, life insurer, school or university, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual.

HSU – Health Services Unit

DAI Policy #: 500.50.23	New Effective Date: 06/01/16	Page 2 of 7
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

Individually identifiable health information – Information that is a subset of health information, including demographic information collected from an individual, and is created or received by a health care provider, health plan, employer, or health care clearinghouse; and relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual; or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

IWMR – Inactive Women’s Medical Records at Taycheedah Correctional Institution.

Medical Chart – Component of an individual patient’s HCR consisting of either a set of gray/green or orange covers and a standard set of dividers into which designated documents are filed, in accordance with DAI Policy 500.50.02.

MSDF – Milwaukee Secure Detention Facility

Protected Health Information (PHI) – Individually identifiable health information transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium.

PSU – Psychological Services Unit

Short Term Inmate Admission (STIA) Medical Chart – Orange colored medical chart with standard set of dividers used by facilities for inmates admitted for a short term admission without a prior incarceration or when an existing inactive Health Care Record is not requested by the STIA facility.

TCI – Taycheedah Correctional Institution

WICS – Wisconsin Integrated Corrections System

WWCS – Wisconsin Women’s Correctional System

Yellow chart indexing tab – Page with a tab containing the admission/release dates of a period of incarceration used to create sections within a Medical Chart.

PROCEDURES

I. Setting Up a STIA HCR

- A. Upon notice of admission, HSU shall obtain the materials listed below:
 1. Orange Medical Chart covers.
 2. Standard set of dividers.
 3. One sheet of standard name labels.
 4. Yellow chart-indexing tab.
 5. Medications Record (blue envelope) – when inmate patient has prescribed medications.

DAI Policy #: 500.50.23	New Effective Date: 06/01/16	Page 3 of 7
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

- B. PSU – Standard yellow envelope (at MSDF only)
 - 1. At the time of the first appointment with an inmate patient, PSU shall obtain a PSU Record (yellow envelope), and stamp the envelope with “Permanent Record” stamp using the CMR stamp for males and IWMR stamp for females.
 - 2. PSU shall write legibly in ink the facility and admission date on the lines on the front of the envelope.

- C. Same day admission/release inmate patients (primarily at MSDF)
 - 1. If neither HSU nor PSU complete any records during a one-day stay, HSU and PSU shall not create a STIA Medical Chart or PSU Record.
 - 2. HSU shall send an email to CMR or IWMR stating that no records were created, so that CMR or IWMR does not request the records for the one-day when they do not receive records 10 days after the release.
 - 3. If HSU and/or PSU complete any records during the one-day stay, they shall check WICS or Locator to determine if inmate has a prior incarceration.
 - 4. HSU shall not set up a STIA Medical Chart for an inmate patient with a prior incarceration.
 - a. Write “MSDF” and the admission date and release date on a yellow indexing tab (e.g., MSDF 8-15-14 to 8-15-14).
 - b. Place same day intake forms under the yellow indexing tab, and staple together.
 - 5. HSU shall set up a STIA Medical Chart per instructions below above for a same day admission/release inmate who has **no** prior incarceration.

II. Maintaining the STIA HCR During a Short Term Stay

- A. Affix a printed name label in the appropriate section at the top of each form in the Medical Chart.

- B. Tight file completed forms and other documents in accordance with DAI Policy 500.50.02 – Attachment 1 or 1A.

- C. Place dental documents in the back of the STIA Medical Chart.
 - 1. Staple dental x-ray envelope to dental records.
 - 2. Create a separate standard Dental Record per request of a dentist based upon the volume of documents.

- D. Place original and copies of documents created by psychologists in the back of the STIA Medical Chart.
 - 1. Create a separate PSU Record (yellow envelope) per request of a psychologist, based upon the volume of documents.
 - 2. MSDF shall create a PSU Record (yellow envelope) for all admissions, except for same day admissions/releases.
 - 3. PSU shall make copies of documents per the distribution on the bottom of a form for the HSU’s Psychological Records (Copies) – Medical Chart (white envelope).

DAI Policy #: 500.50.23	New Effective Date: 06/01/16	Page 4 of 7
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

III. Facility Requests for PHI or HCR from Prior Incarcerations

- A. When a health provider, at any time during the STIA, decides that specific PHI or the HCR is needed, the HSU, DSU or PSU contacts CMR/IWMR to make the request.
- B. Prior to contacting CMR/IWMR, HSU, DSU or PSU shall determine that the inmate patient has a prior incarceration by using WICS or Locator. If the inmate patient did not have a prior incarceration; i.e., was only on probation, the inmate patient shall not have a HCR in storage at CMR/IWMR.
- C. Facility shall request the specific PHI, or the HCR, by using mailbox DOC DAI DCI Central Medical Records for males, and DOC WWCS TCI Inactive Women's Medical Records. MSDF uses a separate computer based system for requesting records. Contact CMR for training on use of the request system, if needed.
 - 1. The email request shall include the inmate patient's name and DOC number, and state whether specific PHI is being requested, or if the request is for the existing HCR.
 - 2. The email shall include the name of the contact person, title and facility making the request.
- D. MSDF shall use the electronic request system to request PHI or a HCR from CMR/IWMR.
- E. The health staff making the request shall write the date of the request in pencil on the outside of the STIA Medical Chart to avoid duplicate requests and provide a tracking system.

IV. Responsibilities of CMR/IWMR

- A. Upon receiving a request for the HCR, CMR/IWMR shall reactivate the HCR, in accordance with CMR/IWMR policies and procedures.
 - 1. CMR/IWMR shall send the entire HCR to the HSU to the requesting facility, even if the request is for only one component of the HCR, such as the Medical Chart or PSU Record.
 - 2. CMR/IWMR shall create a yellow indexing tab with the admission date for the STIA, and file the tab on top of the standard dividers.
- B. Upon request for specific PHI, CMR/IWMR shall review the HCR to locate requested PHI and does one of the following:
 - 1. Telephones the requesting facility to provide the PHI, if very limited in scope.
 - 2. Copies documents containing requested PHI and faxes, or scans/emails to the facility.

DAI Policy #: 500.50.23	New Effective Date: 06/01/16	Page 5 of 7
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

V. Responsibilities of Requesting Facility Upon Receipt of HCR or PHI from CMR/IWMR

- A. Upon receipt of the HCR, HSU shall remove all documents from behind the dividers in the STIA Medical Chart and files the documents in the Medical Chart received from CMR/IWMR, per DAI Policy 500.50.02 – Attachment 1 or 1A.
- B. HSU shall retain the yellow indexing tab inserted by CMR/IWMR for the current period of incarceration as the first page in the Medical Chart.
- C. HSU shall not place a STIA orange Medical Chart inside the gray/green Medical Chart received from CMR/IWMR.
- D. When an inmate patient has documents from the STIA that belong should be filed in the Medications Record, HSU shall file those documents in the envelope.
- E. When an inmate patient has documents from the STIA Medical Chart that should be filed in the Psychological Records – Copies envelope, HSU shall file those documents in that envelope.
- F. HSU shall remove from the STIA Medical Chart original dental and original psychological documents, and forward them, along with the Dental Record and PSU Record (received from CMR/IWMR) to the DSU and PSU.
- G. PSU shall file any psychological documents created during the STIA in the PSU Record received from CMR/IWMR. An inmate patient should not have more than one PSU Record.

VI. Upon Transfer, Release, Death or Escape

- A. Upon transfer of an inmate patient to another DAI facility (generally DCI or TCI), STIA facility shall forwards with the inmate patient on the day of the transfer all components of the HCR to the receiving facility in accordance with DAI Policy 500.50.06.
- B. Upon release or escape of an inmate patient, facility shall forward within 10 days all components of the HCR to CMR/IWMR, in accordance with DAI Policy 500.50.06.
- A. When an inmate patient is revoked at MSDF and will undergo Assessment and Evaluation (Intake) at MSDF, the HSU shall request that IWMR/CMR send an existing HCR when the remaining sentence for the inmate patient is more than six months using the electronic records request program.

DAI Policy #: 500.50.23	New Effective Date: 06/01/16	Page 6 of 7
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		

Bureau of Health Services: _____ **Date Signed:** _____
James Greer, Director

_____ **Date Signed:** _____
Ryan Holzmacher, MD, Medical Director

_____ **Date Signed:** _____
Mary Muse, Nursing Director

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.50.23	Page 7 of 7
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Short Term Inmate Patient Admission Health Care Record		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

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