

**DAI 500.50.23 – Short Term Inmate Patient Admission Health Care Record
Attachment – Requests to IWMR/CMR – General Procedures
Effective: 06/01/16**

- All requests for information or for an entire HCR must include the name of the inmate patient and DOC number.
- Date of birth should be provided whenever available.
- Requests for information only must clearly describe the information being requested.
- Requests should be emailed or faxed, rather than made by telephone.

Requests to CMR (Males)

These procedures do not apply to requests by MSDF to CMR, nor to DJC institutions.

At CMR, each Health Information Technician (HIT) is assigned to be the primary contact for selected facilities that house short-term inmate admissions (STIA). Review the table below for a listing of HITs and their assigned facilities along with the definition of Primary Contact Person/Liaison. Contact the appropriate HIT when questions arise.

Forward your email requests to CMR's mailbox: **DOC DAI DCI Central Medical Records.**

CMR/IWMR CONTACT	LAURIE TANK	AMANDA BUTEYN	CARRIE DUBEY	SARAH BORGARDT	LAURA JOY	KRISTY JARVEY
Phone #	920 324-6296	920 324-6372	920 324-6456	920 324-6373	920 324-6339	920 929-7147
Facility	CCI	FLCI	NLCI	BRCC	GBCI	CLS-Juv.
	CVCTF	JCI	PDCI	DACC	LHS-Juv.	MSDF-Fem
	DCI	OSCI	RCI	FCC	MSDF-Male	MWCC
	KMCI	SCI	RGCI	FCCC	WCI	RECC
	OCI			GCC	WSPF	SCCC-Fem.
	RYOC			JBCC		TCI
				KCC		
				MCC		
				MSCC		
				OCC		
				SCCC		
				SPCC		
				TCC		
				WCC		
				STF		
				WRC		

Faxing Requests: If faxing your request, please send to: Attention: DCI-Central Medical Records. Fax to 920 324-6369.

Requests to IWMR (Females)

Email all requests to the attention of Laura Joy in Inactive Women's Medical Records (IWMR) at Taycheedah Correctional Institution, NOT TCI-HSU.