	DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES	**DAI Policy #:** 500.50.24	**Page** 1 of 9
		Original Effective Date: 12/14/07	**New Effective Date:** 02/02/15
		Supersedes: BHS 500:02.03	**Dated:** 12/14/07
		Administrator's Approval: Cathy A. Jess, Administrator	
		Required Posting or Restricted: ☒ **Inmate** ☒ **All Staff** ☐ **Restricted**	

Chapter: 500 Health Services
Subject: Dialysis Record

POLICY
Division of Adult Institution Facilities shall ensure the Dialysis Record is maintained in addition to the standard Health Care Record.

REFERENCES
DCI Dialysis Policy and Procedure Manual
DAI Policy 500.50.02 – Health Care Record Format, Content and Documentation
DAI Policy 500.50.06 – Management of DOC Health Care Records
Attachment A – Filing in Working Binder
Attachment B – Dialysis Record Flow Chart

DEFINITIONS, ACRONYMS AND FORMS
Central Medical Records (CMR) – Work unit at Dodge Correctional Institution (DCI) that sets up new HCRs, stores inactive HCRs, reactivates HCRs, responds to requests for information from inactive HCRs, and destroys HCRs relating to males in accordance with federal and Wisconsin laws and DOC policies.

Chart Dividers – Standard set of dividers used to separate sections within the Medical Chart, Hemodialysis Working Binder, Hemodialysis Record, Infirmary Working Binder and Infirmary Record.

Dialysis – Medical procedures including hemodialysis and peritoneal dialysis.

Dialysis Chart – Component of a HCR created only for a patient receiving dialysis that includes rust-colored covers, standard chart dividers and designated documents filed behind the dividers per the distribution on the bottom of a form.

Dialysis Policy and Procedure Manual – Manual governing delivery of dialysis services to inmate patients that includes the following sections: Organization/Administration; Equipment Operations; Dialysis Access; Hemodialysis Procedures; Complications/Trouble Shooting/Preventative and Infection Control. Peritoneal Dialysis.

Dialysis Record – Includes a Working Binder and one or more Dialysis Charts each of which contain the standard set of dividers.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 500.50.24	**New Effective Date:** 02/02/15	**Page** 2 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

Dialysis Working Binder – 3-ring hard cover binder for an individual inmate patient used by dialysis staff on a day-to-day basis for filing documents created during the time period that an inmate patient receives dialysis.

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOC-3001 – Off-Site Service Request and Report

DOC-3020 – Problem List

DOC-3021A – Dialysis Progress Notes

DOC-3023 – Prescriber's Orders

DOC-3023D – Prescriber's Orders – Standard Orders – Hemodialysis

DOC-3023W – Prescriber's Orders – Standard Orders – Peritoneal Dialysis

DOC-3024 – Flow Sheet

DOC-3026 – Medication/Treatment Record

DOC-3028 – Authorization for Medical and/or Surgical Treatment

DOC-3218A – Record of Immunization

DOC-3263 – Consent/Refusal to Test for HIV Antibody

DOC-3286 – Annual Tuberculosis and Health Maintenance Screening

DOC-3334 – Modified Diet Order

DOC-3341 – Modified Diet Consent/Refusal

DOC-3405A – Admission Data Base Hemodialysis

DOC-3413 – Hemodialysis Kardex

DOC-3413A – Peritoneal Dialysis Kardex

DOC-3423 – Hemodialysis Treatment

DOC-3405A – Admission Data Base – Hemodialysis

DOC-3449 – Dialysis Access History Log

DOC-1024 (Rev. 02/2009)

DAI Policy #: 500.50.24	New Effective Date: 02/02/15	Page 3 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

DOC-3486 – DCI Hemodialysis Monthly Summary

DOC-3512 – Hemodialysis Laboratory Summary

DOC-3513 – Dialysis Medication List

DOC-3520 – Hemodialysis Patient Orientation

DOC-3633 – Hemodialysis Access/Blood Volume Monitoring Log

DOC 3664 – Fall Assessment Tool

DOC-3677 – Peritoneal Dialysis Daily Flow Sheet

DOC-3681 – Manual Exchange Dialysis Quiz

DOC-3683 – Peritoneal Dialysis Prescription Form

DOC-3684 – Peritoneal Dialysis Monthly Clinic Visit

DOC-3696 – Consent to Follow Hemodialysis Rules

DOC-3697 – Peritoneal Dialysis Cell Visit Checklist

DOC-3698 – Peritoneal Dialysis CAPD Training Release Form

DOC-3699 – Peritoneal Dialysis CCPD Training Release Form

DOC-3718 – Transplant Evaluation Log

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 Record, Psychological Records-Copies envelope, Medications Record envelope, Patient Request Folder, Psychological Services Unit Record, and other components as defined by the Bureau of Health Services.

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.

Hemodialysis Admission Forms Packet – Set of forms completed when an inmate patient begins hemodialysis at the DOC.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 500.50.24	New Effective Date: 02/02/15	Page 4 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

Hemodialysis Kardex – DOC-3413 that includes medical information obtained from Prescriber's Orders, History and Physical and other documents, retained on a clipboard at the nurse's station, and re-transcribed annually to a new form with the prior form being shredded.

Inactive Women's Medical Records (IWMR) – Work unit at Taycheedah Correctional Institution that performs essentially the same tasks for HCRs for females as CMR does for HCRS for males.

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.

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

Peritoneal Admission Forms Packet – Set of forms completed when an inmate patient begins peritoneal dialysis at the DOC.

POC-0011 – Information Regarding HIV Antibody Testing & Disclosure of Results

Protected Health Information (PHI) – Any written, electronic, verbal health and demographic information about an individual transmitted or maintained in any medium that relates to a past, present, or future physical or mental health condition, provision of health care to an individual, or payment for health care.

Webconnect printout – Printed Medication Record from Central Pharmacy.

PROCEDURES
I.   Upon Beginning of Dialysis Treatment
    A. Obtain/set up Dialysis Working Binder
        1. Label 3-ring binder with inmate patient name and DOC number on front cover and along outside edge of binder.
        2. Obtain a set of standard chart dividers and place in binder.
        3. Apply "Medical Alert" label to outside cover of binder, if applicable.
        4. Review existing Medical Chart and apply the same medical condition alert labels such as Allergy, Diabetic, etc., to left inside cover of working binder. Add the "Fall Risk Level" sticker. Obtain labels from CMR per DAI Policy 500.50.02 – Attachment B.
        5. Obtain the hemodialysis or peritoneal dialysis Admission Forms Packet and file per the distribution on the bottom of each form.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 500.50.24	**New Effective Date:** 02/02/15	**Page** 5 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

6. Create a sheet of name labels per DAI Policy 500.50.02 – Attachment C, and place in front of Working Binder.

B. Complete the Hemodialysis Admission Forms Packet for an inmate patient receiving hemodialysis:
   1. DOC-3028 – Authorization for Medical and/or Surgical Treatment.
   2. POC-0011 – Information Regarding HIV Antibody Testing & Disclosure of Results.
   3. DOC-3263 – Consent/Refusal to Test for HIV Antibody.
   4. DOC-3413 – Hemodialysis Kardex.
   5. DOC-3513 – Dialysis Medication List.
   6. DOC-3512 – Hemodialysis Laboratory Summary.
   7. DOC-3021A – Dialysis Progress Notes.
   8. DOC-3023 – Prescriber's Orders.
   9. DOC-3023D – Prescriber's Orders – Standard Orders – Hemodialysis.
   10. DOC-3520 – Hemodialysis Patient Orientation.
   11. DOC-3449 – Dialysis Access History Log.
   12. DOC-3334 – Modified Diet Order.
   13. DOC-3423 – Hemodialysis Treatment.
   14. DOC-3405A – Admission Data Base Hemodialysis.
   15. DOC-3486 – DCI Hemodialysis Monthly Summary.
   16. DOC-3718 – Transplant Evaluation Log
   17. DOC-3696 – Consent to Follow Hemodialysis Rules.
   18. DOC-3026 – Medication / Treatment Record.
   19. DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI).
   20. DOC-3218A – Record of Immunization.
   21. DOC-3664 – Fall Assessment Tool.
   22. DOC-3218A – Record of Immunization.

C. Complete the Peritoneal Admission Forms Packet for an inmate patient receiving peritoneal dialysis:
   1. DOC-3023W – Prescriber's Orders – Standard Orders – Peritoneal Dialysis.
   2. DOC-3718 – Transplant Evaluation Log.
   3. DOC-3677 – Peritoneal Dialysis Daily Flow Sheet.
   4. DOC-3681 – Manual Exchange Dialysis Quiz.
   5. DOC-3683 – Peritoneal Dialysis Prescription Form.
   6. DOC-3684 – Peritoneal Dialysis Monthly Clinic Visit.
   7. DOC-3697 – Peritoneal Dialysis Cell Visit Checklist.
   8. DOC-3698 – Peritoneal Dialysis CAPD Training Release Form.
   9. DOC-3699 – Peritoneal Dialysis CCPD Training Release Form.
   10. DOC-3028 – Authorization for Medical and/or Surgical Treatment.
   11. POC-0011 – Information Regarding HIV Antibody Testing & Disclosure of Results.
   12. DOC-3263 – Consent/Refusal to Test for HIV Antibody.
   13. DOC-3513 – Dialysis Medication List.

DOC-1024 (Rev. 02/2009)

DAI Policy #: 500.50.24	New Effective Date: 02/02/15	Page 6 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

14. DOC-3405A – Admission Data Base Hemodialysis.
15. DOC-3449 – Dialysis Access History Log.
16. DOC-3512 – Hemodialysis Laboratory Summary.
17. DOC-3023 – Prescriber's Orders.
18. DOC-3021A – Dialysis Progress Notes.
19. DOC-3664 – Fall Assessment Tool.
20. DOC-3026 – Medication/Treatment Record.
21. DOC-3413A – Peritoneal Dialysis Kardex.
22. DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI).
23. DOC-3218A – Record of Immunization.

D. File the Webconnect Medication Record behind the Medications Divider in Dialysis Working Binder. A Medication Record (blue envelope) is not maintained in the Working Binder or the Dialysis Chart.

E. Copy from the Medical Chart: Primary nurse/designee shall make copies of the documents listed below from the standard Medical Chart (gray/green) for filing per the distribution on the bottom of the form in the Dialysis Working Binder. Return the original documents to the proper location in the Medical Chart.
   1. Right side of Medical Chart: any court documents such as Court Order for Medical Treatment, Order Appointing Guardian, Power of Attorney for Health Care, etc., that are currently in effect.
   2. Problem List Divider: current DOC-3020.
   3. Database Divider:
      a. DOC-3334 – Modified Diet Order.
      b. DOC-3341 – Modified Diet Consent-Refusal.
      c. WIR Print Out of Vaccinations.
      d. DOC-3286 – Annual Tuberculosis and Health Maintenance Screening.
      e. DOC-3218A – Record of Immunization.
   4. Consultations Divider:
      a. Most recent DOC-3001 – Offsite Service Request and Report related to medical condition requiring dialysis.
      b. Most recent Offsite Nephrology Consult.
      c. Most recent Surgical Consult for Vascular Access, Transplant Consults.
      d. Most recent History and Physical.
      e. Most recent Hospital Discharge Summary.
      f. Other pertinent records related to dialysis.
   5. Laboratory Divider:
      a. Reports related to medical condition requiring dialysis, including HIV results, if completed within last 12 months.
      b. Hepatitis Profile, if completed within past month.
      c. Laboratory results within past 30 days.
   6. Medical Imaging Divider: Fistulogram report.

DAI Policy #: 500.50.24	New Effective Date: 02/02/15	Page 7 of 9
Chapter: 500 Health Services		
Subject: Dialysis Record		

II. **Maintaining Working Binder During Dialysis and Creating the Dialysis Chart**

A. File documents created during dialysis in Working Binder in accordance with the Distribution on the bottom of each form.

B. As thickness of Working Binder reaches capacity of 2½ inches, or annually, dialysis staff shall transfer documents from the Working Binder to a Dialysis Chart (rust colored chart with standard dividers).
1. Stamp front cover of Dialysis Chart with "Permanent Record" stamp: CMR for males and IWMR for females.
2. Adhere name labels to back cover of rust chart cover in the same way as for the standard Medical Chart.
3. When moving documents from Working Binder to the Dialysis Chart annually, retain the last month's documents in Working Binder.
4. When moving documents from Working Binder to the Dialysis Chart at a time period less than a year due to the Binder reaching capacity, retain the last one month of documents in the Binder.
5. See Attachment A for a list of documents, regardless of date, that must remain in the Working Binder. Do not remove the designated documents from Working Binder to the Dialysis Chart while the inmate patient continues to receive dialysis.
6. Label the Dialysis Chart as Volume 1 in pencil, so that the number can be changed if a subsequent Chart is created, so that Volume 1 becomes Volume 1 of 2, and the new volume is Volume 2 of 2.

C. Upon transfer of a Peritoneal Dialysis inmate patient to a facility without a Dialysis Unit:
1. Dialysis Working Binder and/or Dialysis Chart shall remain at the facility with the Peritoneal Dialysis program, rather than being moved with the inmate patient.
2. Peritoneal Dialysis patients shall complete the forms provided by Dialysis staff and bring the binder of forms to the HSU, as required.
3. HSU staff and Dialysis staff shall communicate via established procedures.
4. At the monthly staffing with the inmate patient, Dialysis staff shall review the binder of forms maintained by the inmate patient.

III. **Upon Completion of Dialysis**

A. Create a Dialysis Chart (if not already created) with rust-colored chart covers as described above in Section II B.
1. Remove all documents from the Working Binder.
2. File all documents from the Working Binder in the Dialysis Chart per the Distribution on the bottom of each form, creating new volumes of Dialysis Charts, as needed, numbering the volumes of the Dialysis Chart, such as Volume 1 of 3, Volume 2 of 3 and Volume 3 of 3.
3. File Webconnect Medication Record from Central Pharmacy behind Medication Divider in the Dialysis Chart, rather than in the Medications

Record (blue envelope). This differs from the filing instructions for the standard Medical Chart.

B. Transfer stickers from the Working Binder to the rust-colored Dialysis Chart.
1. Place Medical Alert sticker, if any, on outside of chart cover on upper right side top of Dialysis Chart vertically.
2. Place specific medical condition labels such as Allergy, Diabetic, etc., on the inside left cover of Dialysis Chart.

IV. Upon Movement of Inmate Patient from Dialysis Unit
A. Forward the working binder and all volumes of Hemodialysis Chart upon transfer of an inmate patient to another facility only if the receiving facility will be providing hemodialysis. Coordinate transfer of the binder/Hemodialysis Chart with the forwarding of the other components of the HCR by the HSU/PSU in accordance with DAI Policy 500.50.06.

B. Forward all volumes of the Hemodialysis Chart to CMR for males or IWMR for females upon transfer of an inmate patient to another facility when the facility will not be providing hemodialysis. The HSU/PSU will forward all other components of the Heath Care Record to the receiving facility in accordance with DAI Policy 500.50.06.

C. Forward all volumes of the Dialysis Chart in accordance with DAI Policy 500.50.06, upon release, escape or death of an inmate patient. Coordinate the forwarding of the Hemodialysis Chart with the forwarding of the other components of the HCR by the HSU/PSU.

V. Upon Readmission for Dialysis
Dialysis staff shall request prior Dialysis Charts from CMR/IWMR.

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:**_____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	**DAI Policy Number:** 500.50.24	**Page** 9 of 9
New Effective Date: 00/00/00	**Supersedes Number:**	**Dated:**
Chapter: 500 Health Services		
Subject: Dialysis Record		
Will Implement ☐ As written ☐ 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.