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|  <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p> | DAI Policy #: 500.10.18 | Page 1 of 4 |
| | Original Effective Date: 06/01/00 | New Effective Date: 08/31/20 |
| | Supersedes: 500.10.18 | Dated: 05/14/18 |
| | Administrator's Approval: Makda Fessahaye, 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: Patient Transport and Escort | | |

POLICY

All Division of Adult Institution Health Services Unit staff shall ensure the facility staff can meet scheduled health care patient appointments.

REFERENCES

Standards for Health Care in Prisons, National Commission on Correctional Health Care, 2018, P-D-06 – Patient Escort
DAI Policy 306.00.02 – Movement and Transportation of Pregnant Females
DAI Policy 500.50.01 – Minimum Necessary and Duty to Mitigate HIPAA Standards
DAI Policy 500.80.11 – Medication Delivery, Administration and Training
DAI Policy 300.00.27 – Medical Guardianship
Wisconsin Statutes s. 302.38 – Medical Care of Prisoner
Wisconsin Statutes s. 302.386 – Medical and Dental Services for Prisoners and Forensic Patients.

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

HSU – Health Services Unit

Routine – A prescribed and detailed course of action to be followed regularly; standard procedure.

PROCEDURES**I. General Guidelines**

- A. Notification and movement of patients shall be accomplished in accordance with DOC policies and procedures governing transfer of inmates.
- B. Facilities shall ensure sufficient staff is available to escort and transport patients on a timely basis to medical, dental and mental health appointments both on and offsite.
- C. The HSU manager is responsible for oversight of appointment scheduling.


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- D. HSU and Security staff shall collaborate to ensure necessary accommodations are available during the transportation process. This includes medication process and special needs for continuity of care.
- E. Follow instructions as described in DAI Policy 500.80.11 for medications sent with a patient to an offsite appointment.
- F. Facility operations resulting in the inability to deliver health care to meet the significant or serious health needs of a patient(s), including the availability of vehicles or staff, causing a delay or cancelation for on-site or off-site health care shall be immediately brought to the attention of the nursing supervisor/designee to determine if it is reasonable to delay or reschedule.
- G. Any missed appointments related to not having transport/escort staff available to both on or offsite shall be documented on a DOC-2466 WICS Incident Report and discussed at monthly HSU Warden/designee meetings for facilitation of quality improvement.
- II. Patient confidentiality shall be maintained following DAI Policy 500.50.01.

Bureau of Health Services: Michael Rivers **Date Signed:** 8/31/20
Michael Rivers, Director of Administration

Paul Bekx **Date Signed:** 8/31/20
Paul Bekx, MD, Medical Director

Mary Muse **Date Signed:** 8/28/20
Mary Muse, Nursing Director

Administrator's Approval:  **Date Signed:** 08/31/20
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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|--|-------------------------------------|------------------------|
| Facility: Name | | |
| Original Effective Date: 00/00/00 | DAI Policy Number: 500.10.18 | Page 3 of 4 |
| New Effective Date: 00/00/00 | Supersedes: 500.10.18 | Dated: 00/00/00 |
| Chapter: 500 Health Services | | |
| Subject: Patient Transport and Escort | | |
| 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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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|-------------------------------------|-------------------------------------|--------------------|
| Facility: Name | | |
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| Subject: Title | | |