

OREGON DEPARTMENT OF CORRECTIONS
Operations Division
Health Services Section Policy and Procedure #P-H-04

SUBJECT: AVAILABILITY AND USE OF HEALTH RECORDS

POLICY: The written and electronic health care record of each inmate is to be available to the health services, dental and mental health provider at the time of the encounter with the patient. The availability of the record is to enhance continuity of care and facilitate early and correct diagnosis. Each clinical encounter with a patient is to be documented in the health care record.

REFERENCE: NCCHC Standard P-H-04

PROCEDURE:

1. The health care record of the patient will be pulled from the records area and made available to the health services, dental and mental health provider at the time of each clinical encounter.
2. Each health services program will have a system to account for records that are removed from the secure storage area and are in use by health services, dental and mental health staff.

Effective Date: _____

Revision date: May 2007

Supersedes P&P dated: November 2006

**Attachment to P-H-04 for EOCI
Availability and Use of Health Care Records**

1. Health care records are stored in the treatment room of the health services area at EOCI. Overflow medical records are stored in room SD-340.
2. Health care records are only removed from the immediate health services area for the following activities:
 - A. East Sick Call – D-2 south
 - B. West Sick Call – D-3 west
 - C. CTS providers – F-2 appendage/F-1
 - D. Dental appointments – Dental department located immediately adjacent to the health services area
3. Provider call-out lists are posted daily on the nurses bulletin boards indicating which inmates are scheduled for which practitioner(s), thus, indicating that the corresponding health care records will be with that provider. If not on the call out, an out card will be used to identify the location of the chart.
4. As the health care records are returned from areas outside the immediate health services area, the records are cross-referenced with the call-outs ensuring all records have been returned. All other charts will be checked against the out card in place and the chart will be filed accordingly.

**Attachment to P-H-04 for CRCI/SFFC
Availability and Use of Health Care Records**

1. Health Services at CRCI uses an out-file system to allow for easy location of patient care records that are removed from the secure records room.
2. Each health care record will have a 3x5 card with the inmate's name label attached. This card is located in the first section of the chart over the patient name labels.
3. When a chart is removed from the shift, the 3x5 card is to be placed in a color-coded out-file folder indicating which area has the chart. The color system is as follows:
 - Red: Dental
 - Yellow: CTS
 - Blue: Practitioners
 - Green: Nurses
4. The out-folder is then filed on the shelf in place of the chart.
5. Charts removed from the clinic must have the extension # where the person taking the chart can be reached. Charts must be returned to the clinic at lunchtime and before leaving for the day.
6. When the chart is returned to the secure storage area, the 3x5 card is removed from the out-file folder and placed in the first section on the metal clips.

Attachment to P-H-04 for OSCI Availability and Use of Health Care Records

Procedure:

1. Health Services at OSCI uses an out-file system to allow for easy location of patient care records that are removed from the secure records room.
2. Each health care record will have a 3x5 card with the inmate's name label attached. This card is located in the first section of the chart over the patient name labels.
3. When a chart is removed from the shelf the 3x5 card is to be placed in a color-coded out-file holder indicating which area has the chart. The color system is as follows:
 - Red: Medical
 - Yellow: Inmate requests for Medical/Dental
 - Blue: CTS
 - Green: Dental
4. The out-file folder is then filed on the shelf in place of the chart.
5. Charts removed from the clinic must have the extension # where the person taking the chart can be reached. Charts must be returned to the clinic at lunchtime and before leaving for the day.
6. While the chart is out of the records room, any filing or other documentation for the chart is to be placed in the sleeve of the out file folder. These items are to be filed at the time the chart is replaced.
7. When the chart is returned to the secure records room, the 3x5 card is removed from the out-file folder and placed in the first section on the metal clips.

**Attachment to P-H-04 for TRCI
Availability and Use of Health Care Records**

1. Health care records are stored in the Medical Records room of Health Services.
2. Health care records are only removed from the immediate health services area for the following activities:
 - a. Sick call – corridors 1 and 4 and unit 26 (minimum)
 - b. Clinics – unit 15 (Segregation) and unit 26 (minimum)
 - c. On-site specialty services – Nephrology clinic once a month (corridor 3)
 - d. Mental health appointments on Unit 15 (Segregation), Unit 4/Unit 5 (CTS Transition Units) and on Unit 26 (minimum).
3. Provider call-out lists are pulled daily and placed with the clinic charts indicating which inmates are scheduled for which practitioner(s), this indicates that the corresponding health care records will be with that provider.
4. As the health care records are returned from areas outside the immediate health services area, the records are cross-referenced with the call-outs ensuring all records have been returned.