

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-H-01.1**

SUBJECT: TIME FRAME FOR FILING DOCUMENTS INTO THE HEALTH CARE RECORD

POLICY: All documents which require review and signature by the prescribing practitioner or Chief Medical Officer will be reviewed and filed with the inmate's health care record within 14 days of receipt to the institution health care department.

REFERENCE: NCCHC Standard P-H-01  
OAR 291-124-075

PROCEDURE:

- A. Upon receipt of such documents, each will be date stamped and placed into the prescribing practitioner's or Chief Medical Officer's in-box clipped to the inmate's health care record for his/her review and recommendation.
- B. In the case of consultations with recommendations, the Chief Medical Officer, or designee, will review the document within 72 hours. The Chief Medical Officer, or designee, will initial and date the document and indicate any action that may be necessary on the physician's order sheet.
- C. All other documents will be reviewed by the prescribing practitioner or Chief Medical Officer within 10 days. The reviewing practitioner will initial and date the document and indicate any action that may be necessary on the physician's order sheet.
- D. A Chief Medical Officer or prescribing practitioner will give the documents, which have been reviewed, to the assigned nurse.
- E. The assigned nurse will assure that practitioner orders will be directed to the attention of the appropriate health staff for implementation.
- F. The signed document will be placed in a designated area for filing in the inmate's individual health care record.
- G. Documents will be placed in the appropriate section of the health care record according to DOC Health Services Policy and Procedure #P-H-01, Health Record Format and Contents, within three working days of the Chief Medical Officer/prescribing practitioner review date.
- H. Upon receipt of hospital summaries, consults, exam, etc. each will be date stamped and placed on the front of the patient's chart for the attending practitioner's review and signature at the next infirmary rounds.

Effective Date: \_\_\_\_\_

Revision date: May 2007

Supersedes P&P dated: November 2006

**SNAKE RIVER CORRECTIONAL INSTITUTION**  
**Site Specific Attachment to P&P P-H-01.1**

1. The documents are placed in the clinic nurses box. During clinics the documents are date stamped and signed. Charts are pulled as necessary for review and recommendations.
2. After the documents are date stamped and signed they are placed in the box in the medical records area for filing into the medical record.
3. All documents are filed into individual medical records within four days of being placed in the box in the medical records area.

**Coffee Creek Correctional Facility**  
**Site Specific Attachment to P&P P-H-01.1**

1. Laboratory and X-ray when received are reviewed, dated, and signed by nursing staff and filed in the health care record in the designated location. Reports with abnormal findings are brought to the attention of a provider at the time of review. Those with normal findings are scheduled for a chart review with the ordering provider within 10 days.
2. Consult reports are reviewed, dated, and signed by nursing staff and filed in the health care record in the designated location. Consults with new recommendations are reviewed with the Chief Medical Officer or designee. Other consults are scheduled for a chart review with the ordering provider within 3 days.
3. All other documents requiring a provider to sign are reviewed, dated, signed and filed in the health care record and scheduled for a chart review with the ordering provider within 10 days.
4. All documents are filed into individual medical records within seven days of being placed in the file box in the medical records area.