

DEPARTMENT OF CORRECTION   <b>INSTITUTIONAL SERVICES DIVISION</b>	<b>DIRECTIVE NUMBER:</b> 401.06.03.064	<b>PAGE NUMBER:</b> 1 of 2
	<b>SUBJECT:</b> Transfer of Health Records	Adopted: 06-01-95 Revised: 04-30-99 Reformatted: 02-2001

### **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Idaho Board of Correction that the Department of Correction ensure proper medical, dental, psychiatric and psychological services and treatment be provided to inmates incarcerated under its jurisdiction, including those state-sentenced offenders held in non-IDOC facilities.

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### **03.00.00. REFERENCES**

Standards for Adult Correctional Institutions, Third Edition, Standards 3-4378, 3-4379.

Standards for Health Services in Prisons, P-64.

### **04.00.00. DEFINITIONS**

Facility Health Authority: The on-site Health Authority or senior health staff assigned.

Medical Authority: Idaho Department of Correction Health Services Chief.

Medical Director: A physician (M.D.) either employed by the Idaho Department of Correction or the physician in charge if medical services are privatized.

Mid-Level Provider: Physician Assistant or Nurse Practitioner.

Qualified Health Professional: Physician, physician assistant, nurse practitioner, nurse, dentist, mental health professional and others who by virtue of their education, credentials, and experience are permitted by law within the scope of their professional practice are to evaluate and care for patients.

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Regional Health Manager: The individual assigned as the primary manager who is administratively responsible for the delivery of medical services if health services are privatized.

**05.00.00. PROCEDURE**

Written authorization (a signed medical release) by the inmate is required for the transfer of the inmate's health records outside the correctional system's jurisdiction unless otherwise provided by law or administrative regulation.

A summary of pertinent health information or the health record will be sent with the inmate upon referral to an off-site health care provider.

When an inmate is transferred to another correctional facility in a different correctional system, the transferring institution should provide a discharge summary or transfer form that should include any pertinent medical history, last physical exam, immunization record, a summary of medical problems, diagnosis, current therapy, medication administration records, physician orders and documentation of anticipated health care needs.

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Administrator, Institutional Services Division

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