

VI. Procedures:

A. Creation of Medical Record

The C-Shift Medical Records clerk will:

1. Identify all inmates on the "Daily In Sheet" who have been previously detained at the Division of Pretrial Detention and Services.
2. Pull old medical records for returning inmates from the Inactive Medical Records Department. Add a new intake packet to these records;
3. Create a new medical record with an intake packet for all first-time inmates; and
4. Forward medical records (old and new) to the Intake Department for use during the intake screenings on A-Shift.

B. Intake Screening

Monday through Saturday, intake staff will:

1. Conduct medical screening tests in compliance with PDSD# 130-110, Intake Medical and Mental Health Assessment;
2. Complete Part I of the Continuity of Care/Medical Record Summary (CCMRS), DPDS# 253-94 (Appendix A);
3. Verbally advise the inmate to have PPD read by a private physician or the Health Department should release occur prior to 72 hours;
4. Ask the inmate to write his/her initials in the space provided to indicate understanding of the information relayed in part I.e of the CCMRS. If the inmate refuses to initial, write "REFUSED TO SIGN" on the inmate's initial line and have a witness sign the form; and
5. Place the medical record in the designated area for further processing.

C. Medical Records Department

1. The ART/ designee will ensure that all medical records received from the Intake Unit contain a CCMRS with part I properly completed.
2. Monday through Friday, the Continuity of Care nurse will:
 - a. Print out a computerized list of releases or obtain release information from the Release Report Form (R117) from Operations (Warden's Office);
 - b. Color-code the release list to indicate the location of inmates (Appendix B);
 - c. Create and forward a pull list of released inmates to the Medical Records Department at: MDC, WDC, BCBIC, MTC, and Central Home Detention Unit (CHDU); and
 - d. Check-off all medical records received from other facilities on the color-coded release list.
4. Medical Records clerks will:
 - a. Locate medical charts requested on the pull list;
 - b. Place a check mark by the inmate's name/ID on the pull list after the chart is located;
 - c. Batch charts by release date;
 - d. Verify and sign the pull list;
 - e. Forward the batched charts and a copy of the signed pull list to the Inactive Medical Records Department; and
 - f. Retain a copy of the signed pull list on file.

D. Infectious Disease Test Results

1. The Continuity of Care nurse will:
 - a. Ensure that RPR and TB results are in the medical record of every released inmate at the time of record review;

- b. Obtain any outstanding test results from the Infectious Disease nurses;
 - c. Document any release prior to PPD reading; and
 - d. Notify the Infectious Disease nurse of any positive RPR, PPD or chest X-ray results.
2. The Infectious Disease nurse will notify the Health Department when positive RPR or chest X-ray results are received for released inmates.

E. Medical records Review for Released Inmates

The Director of Nursing/ or other qualified health care professional will, within 7 days of an inmate's release:

1. Review the inmate's medical record and complete parts II, II and IV of the CCMRS, noting any medical changes since the intake physical examination (PE) That would require the released inmate to obtain a follow-up with their physician/ clinic;
2. Stamp the CCMRS "RELEASED PRIOR TO PHYSICAL" if the inmate has been released prior to a PE;
3. Enter the inmate's release date, sign name, and enter the date of the review in the appropriate spaces on the CCMRS;
4. Log the day's work on the Continuity of Care Tracking Sheet, DPDS# 401-96 (Appendix C);
5. Hand carry medical records to the Administration Office for CCMRS mailing when follow-up is indicated; and
6. Place the completed medical records in the designated area for filing.

F. Continuity of Care Referrals

Monday through Friday, the Director of Nursing/ designee will:

1. Mail a copy of the CCMRS to the "LAST KNOWN ADDRESS" listed on the CCMRS, when follow-up is indicated; and

2. Record each mailed CCMRS on the Continuity of Care Mail Log, DPDS# 400-96 (Appendix E).

G. Staff Training

The Contractual Health Services Administrator will:

1. Ensure that medical records for all inmates released from DPDS are reviewed by qualified medical personnel within 7 days;
2. Ensure that referrals are made to community medical/ mental health care agencies when indicated;
3. Provide in-service training to contractual Health Service staff responsible for performing the procedures outlined in this directive; and
4. Maintain written acknowledgment from staff of in-service training.

H. Central Home Detention Unit (CHDU) / Maryland Transitional Center (MTC)

Qualified medical personnel will:

1. Pull medical records on all released DPDS inmates;
2. Review medical records within 7 days of release;
3. Complete CCMRS; and
4. Forward medical records to DPDS Medical Records Department for processing, notification and storage.

VII. Attachments Appendix A - Continuity of Care/Medical Records Summary
 Appendix B - Color Code Key
 Appendix C - Continuity of Care Tracking Sheet
 Appendix D - Continuity of Care Mail Log

VIII. Rescissions: PDSD# 130-124, Release Medical Screening (5-15-96)

Distribution: "A"

DIVISION OF PRETRIAL DETENTION AND SERVICES
CONTINUITY OF CARE MEDICAL RECORD SUMMARY

Date of Intake: _____ Date of Service: _____

I. Patient Information

a) NAME: _____ ID#: _____

AKA: _____

b) BIRTH DATE: _____ SS#: _____

c) LAST KNOWN ADDRESS: _____

e) You will be given a skin test for Tuberculosis during the intake process. If you are released from this facility before it is rechecked by medical, have it read by the local health department or your medical provider between 48 - 72 hours after it was planted. Should you develop a medical problem while in this facility, it should be followed-up with your medical provider in the community or upon release. _____

(Inmate's Initials)

II. Major health problems (Include medical, psychiatric problems, and allergies)

III. Plan (Include medications, treatments and follow-up needs.)

IV. Test Results The Following lab tests and/ or X-rays were done while you were in the Division of Pretrial Detention and Services and are abnormal. Since this could mean an important health problem, we advise you to take this letter to your family doctor or nearby hospital (clinic) for follow-up.

Release Date: _____

Reviewed by (RN's Signature)

Review Date

Color Code Key

MDC - No Color

WDC - Yellow

BCBIC - Orange

DOC - Pink

MTC - Green

CHDU - Blue

CONTINUITY OF CARE TRACKING SHEET

DATE: _____

DATE	NUMBER OF RELEASES	NUMBER OF MEDICAL REVIEWS DONE							NUMBER NON-COMP.
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7	
1									
2									
3									
4									
5									
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SIGNATURE: _____
DPDS # 401-96 (REV.4-99)

DATE: _____

