

	CORRECTIONS MEDICINE Transfer of Health Records ACA Standard: 4 ALDF – 4C – 01	
	Effective: January 1994 Revised: Aug 2001, April 2009, April 2006, July 2019 Reviewed: Aug 2001, Apr 2009, May 2010, Aug 2014, Apr 2016, Apr 2017, Apr 2018, Apr 2019	Policy Number: CM – 62

- I. **PURPOSE:** To assure that summaries of the health record are routinely sent to the receiving facility where a patient is transferred to provide continuity of care.

- II. **POLICY:** Health data necessary to assure continuity of care is routinely transmitted to medical personnel at other facilities in a confidential manner upon transfer of the patient. The Corrections Medicine practice shall request medical records from outside healthcare facilities as necessary to assure continuity of care at the Buzz Westfall Justice Center.

- III. **RESPONSIBILITY:** All staff members working for Corrections Medicine are responsible for the content of and adherence to this policy and procedure.

- IV. **PROCEDURE:**
 1. The completed medical transfer form is copied by Corrections Medicine staff and placed in a sealed envelope marked "CONFIDENTIAL" and is sent with Department of Justice Services (DJS) transporting corrections officers to the receiving healthcare facility.

 2. A summary of the patient's medical treatment in progress, medical status, and time and date of last prescribed and dispensed medications shall accompany the patient to the receiving facility or community medical provider in order to provide medical information to ensure continuity of care.

 3. The providers at the receiving healthcare facility complete the medical transfer form with information related to the care given and the recommended treatments to ensure continuity of care, and returned via the DJS transport officer to the Buzz Westfall Justice Center.

- V. **REFERENCE:**
 American Correctional Association; Performance-Based Standards for Adult Local Detention Facilities, fourth edition; 2004; Standard 4-ALDF-4C-01