

TRANSFER OF HEALTH RECORDS

STANDARD NO(S): NYSSA # 163
DATE: March 4, 2010
REFER TO: Roger O. Ward

I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy and procedure for the transferring of inmate medical information.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide for the proper and timely transfer of an inmate's medical information to the facility receiving the transferred inmate.

III. DETAILS:

A. AUTHORIZATION -

1. Medical and mental health related records concerning suicidal inmates or those with serious mental health issues, will be transferred in accordance with the following:
 - a. Copies of all mental health records will be transferred to the facility to which the inmate is being transferred.
 - b. Written authorization by the inmate will be necessary for the transfer of health records unless otherwise provided by law.
 - c. Health related information transferred to community physicians or medical facilities will be done with the written authorization of the inmate, if appropriate.

B. TRANSFER TO ANOTHER FACILITY –

1. THE SHIFT SUPERVISOR WILL:
 - a. Notify the facility nurse at least 24 hours prior to a routine transfer, when possible.
 - b. Submit any required documents regarding the transfer.

- c. Ensure that the receiving facility (county or state) is informed by the transport officers of any mental health problems or suicidal tendencies, as well as any psychotropic medication currently prescribed to the inmate.

2. THE FACILITY NURSE WILL:

- a. Prepare the required information to accompany the inmate to be transferred including:
 - 1). Health Transfer (NYS Form 3611-A)
 - 2). Custodial Transfer (NYS Form 601-A)
- b. Send any portion of medical records that could not be copied at the time of transfer to the receiving facility as soon as possible.
- c. If necessary, prepare a written summary of needs during transit. The summary should include the following:
 - 1). Required medication during transit
 - 2). Special medical problems
 - 3). Suicidal tendencies
 - 4). Handicaps that may require special consideration during transit.
- d. Ensure that the inmate's medical file that is retained by the facility is changed to "Inactive" status and that a copy of the health transfer is placed in said file.