



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.319

Inmate Health Records

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<p>Authority: Wyoming Statute(s): 25-1-104; 25-1-105 45 CFR 164.512(k)(5)</p> <p>ACA Standard(s): 4-4396; 4-4413; 4-4414- Revised; 4-4415</p> <p>NCCHC Standard(s): P-H-02; P-H-03</p>	<p>Effective Date: December 17,2015</p> <p>Revision/Review History: 12/17/14 12/19/13 12/19/12 09/24/12 07/25/12 07/25/11</p>
<p>Cross Reference of Policy: P&P #1.009, <i>Release of Information</i>; P&P #1.601, <i>Correctional Facility Volunteers and Student Interns</i></p>	<p>Summary of Revision/Review: Updates existing policy pursuant to annual review.</p> <p>Supersedes Existing Policy :</p>
<p>Approved:</p> <p style="text-align: center;"> R.O. Lampert 12-14-15 </p> <p style="text-align: center;"> Robert O. Lampert, Director Date </p>	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS
 - A. WDOC Form #150, *Consent for the Release of Confidential Information*
2. OTHER – None Noted



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I. PURPOSE

- A. **Confidentiality of Health Records.** The purpose of this policy and procedure is to establish uniform guidelines by which health records are maintained for inmates incarcerated in Wyoming Department of Corrections (WDOC) facilities and protections are provided for the confidentiality of those health records.

II. POLICY

- A. **Inmate Health Records.** It is the policy of the WDOC that inmate health records are complete and maintained in a uniform manner.
- B. **Confidentiality of Records.** It is the policy of the WDOC that inmate health records and information about an inmate's health status (whether conveyed verbally or by document) be maintained in a secure and confidential manner.

III. DEFINITIONS

- A. **Health Record:** A complete, concise, legal record of the health care, evaluation, and treatment an inmate receives while under the management of the WDOC. The record contains data from all patient care service disciplines (*i.e.*, medical, mental health, dental, diagnostic testing, pharmaceutical, optometry, *etc.*)
- B. **Qualified Health Care Professional:** Includes physicians, physician assistants, nurses, nurse practitioners, dentists, mental health professional, and others who by virtue of their education, credentials, and experience are permitted by law to evaluate and care for patients.
- C. **Responsible Health Authority (RHA):** A physician, health administrator, or agency responsible for the facility's health care services, and arrangement of all levels of health care. The RHA assures quality, accessible, and timely health services for inmates.

IV. PROCEDURE

A. Health Records

1. The health record file of each WDOC inmate (paper and/or electronic) shall be complete and contain the following items filed in a uniform manner: (ACA 4-4413)



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1. Nonemergency inmate transfers to other facilities within the correctional system require the following: (ACA 4-4414- Revised)
 - i. Health record confidentiality shall be maintained;
 - ii. Summaries, originals, or copies of the health record shall accompany the inmate to the receiving facility;
 - a. Health conditions, treatments and allergies shall be included in the record.
 - iii. A determination of suitability for travel based on medical evaluation shall be made, with particular attention given to communicable disease clearance;
 - iv. Written instructions regarding medication or health interventions required en route shall be provided to transporting officers separate from the medical record; and
 - v. Specific precautions (including standards) to be taken by transportation officers (*e.g.*, masks and gloves) shall be identified and complied with.
2. A medical summary sheet shall be required for all inter- and intra-system transfers to maintain the provision of continuity of care. Information included shall not require a release-of-information form. (ACA 4-4414 Revised)
 - i. Inmates confined within a correctional complex with consolidated medical services do not require health screening for intra-system transfers.
- C. **Inactive Records.** Inactive health record files shall be retained as permanent records in compliance with the legal requirements of the jurisdiction. Health record information shall be transmitted to specific and designated physicians or medical facilities in the community upon the written request or authorization of the offender. (ACA 4-4415)
- D. **Access to Health Records.** The principle of confidentiality shall apply to inmate health records and information about an inmate's health status: (ACA 4-4396; NCCHC P-H-02)
 1. The responsible health authority (RHA) shall control access to health records and health information.



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determines that such information may be relevant to the inmate's health and course of treatment. (NCCHC P-H-03)

1. Health care staff may access custody records when necessary to provide appropriate clinical intervention(s) (*e.g.*, previous drug and alcohol use, history of violence, mental condition at the time of arrest, possession of medication, and pre-existing health conditions/treatment needs).
2. Appropriate health care staff shall have access to the Wyoming Corrections Information System (WCIS) computer system and may obtain information necessary for health care treatment.
3. On an as-needed basis the RHA may request specific information to coordinate care while in custody and upon release.

V. TRAINING POINTS

- A. Where are inmate health records stored?
- B. Who is responsible for maintaining the confidentiality of the inmate's health information?
- C. What are the circumstances in which health care professionals can access an inmate's custody record?