

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 12/11/2014	NUMBER: H-64.1  Page 1 of 2
	Replaces: 2/11/2013	
	Formulated: 10/95 Reviewed: 10/15	
<b>TRANSFER OF HEALTH RECORDS</b>		

**PURPOSE:** To ensure continuity of care and prevent the duplication of tests and examinations on offenders when they transfer to other facilities or off-site.

**POLICY:** The necessary health information to include radiology films must be transferred when an offender transfers from one facility to another facility within TDCJ or to an off-site health care facility.

- I. All existing brown paper charts for currently incarcerated offenders will be maintained at Health Services Archives.
- II. In the event that a facility requires an offender’s brown paper record, Health Services Archives will be notified and forward the original chart to the requesting facility or make copies of the medical record and send to the requesting facility. If applicable, the requesting facility will return the original chart to Health Services Archives.
- III. When offenders are transferred from one facility to another, all radiology films, including dental, must accompany the offender to the facility of assignment. Transportation officers will accept and transport these records with the offender. These records should be ready when the transportation vehicle arrives to pickup the offenders. All radiology films must be transferred in the appropriate radiology envelope.
- IV. Protective measures will be taken to ensure confidentiality is maintained. Any envelope containing protected health information must be labeled confidential. If the protected health information arrives unsealed, the designated health services personnel will report this fact to the Assistant Director of Health Information Management.
  - A. All incidents involving broken seals will be logged into the Breach of Confidentiality Incident Log (Attachment A). The Assistant Director will conduct an investigation to determine the circumstances surrounding the broken seal and complete the Breach of Confidentiality Form (Attachment B).
  - B. Copies of the Breach of Confidentiality forms will be maintained with the Incident Log. Those individuals found guilty of breaching confidentiality will be subject to disciplinary action.
- V. Upon determination that an offender is going to an off-site location during hours of regular clinic operation, nursing personnel will:

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- A. Review the Urgent/Emergent Care Record HSM-16 for completeness, including allergies.
- B. The Urgent/Emergent Care Record HSM-16 will be distributed as follows:
  - 1. Copy scanned into the electronic medical record
  - 2. Copy accompanies the offender to the hospital
- C. Upon the offender's return to the facility, a copy of the off-site hospital's emergency room report will be returned to the offender's facility of assignment to document care and treatment received at the community hospital and to allow continuity of care at the facility level. The emergency room report is to be scanned into the electronic medical record.

- VI. A Texas Uniform Health Status Update (HSN-5) will be completed by the originating facility of assignment and shall accompany the offender when he/she is transferred to any non-EMR TDCJ facility.
- VII. A Texas Uniform Health Status Update (HSN-5) will be completed by any non-EMR TDCJ facility and shall accompany the offender when he/she is transferred to any other TDCJ facility.
- VIII. A Texas Uniform Health Status Update (HSN-5) will be completed by any TDCJ facility and shall accompany the offender when he/she is transferred to any correctional facility outside of the TDCJ system.

Reference:           ACA Standard 4-4349  
                           ACA Standard 4-4414