



## **TRANSFER OF INMATES' RECORDS**

### **POLICY.**

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) that appropriate health care information will be routinely sent with the inmate whenever the inmate is transferred to another institution or referred to another community health care provider. This health care information will only be provided upon written authorization by the involved inmate. This authorization may be found on a signed *Intake Medical Screening Form No. 501*.

### **PURPOSE.**

The purpose of this policy is to set forth guidelines governing the transfer of inmate health care records to other institutions or health care providers.

### **OREGON JAIL STANDARDS:**

- B-501 Transport Requirements
- G-107 Confidentiality of Health Care Records

### **PROCEDURE.**

- A-1.** To ensure continuity of care and proper medical attention, summaries or copies of the health care record will be sent with the inmate whenever the inmate is transferred to another correctional facility. Transfer to another correctional facility does not require inmate written authorization prior to sending their health care record. Whenever possible, written authorization by the inmate will be obtained on the intake *Medical Health Screening Form No. 501* prior to transfer of the health record (unless otherwise directed by court order).
- A-2.** Prior to an inmate transfer to another correctional facility, Medical Unit staff will evaluate the inmate's suitability for shuttle transport. Any special instructions will be discussed with a Transport Unit deputy to ensure continuity of care.
- A-3.** Unless there is an emergency, health care record information will only be provided to specific and designated external medical providers with the written authorization of the inmate.
- A-4.** Compliance with the above procedure will help to assure continuity of care and will avoid the duplication of tests and examinations.

**FORMS:** [Intake Medical Screening Form No. 501](#)