



TRANSFER OF INMATES' RECORDS

POLICY.

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) 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.** Summaries or copies of the Health Care Record will be routinely sent with the inmate whenever the inmate is transferred to another facility or institution. Written authorization by the inmate is necessary for the transfer of the health record information unless otherwise directed by court order.
- A-2.** Health record information will be transmitted to specific and designated physicians, dentist, or medical facilities upon the written authorization of the inmate.
- A-3.** When an inmate is transferred to another facility, medical aspects of the transfer will be discussed with the Facility Nurse, Facility Nurse Practitioner or Facility Physician. The inmate's medical aspects may include suitability for travel based upon the medical evaluation, preparation of a summary or copy of pertinent health record information, medication or other therapy required enroute, and instructions to the transport deputy regarding medical or other special treatment.
- 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](#)

Supersedes: January 25, 2013

Review Date: February 2018

Total Pages: 1